

PRAIRIE VIEW A&M UNIVERSITY
Administrative Procedures Manual

11.99.99.P0.01 Text Book Adoptions

Issued: May 10, 2000

Supersedes: APM 80.01

1. Faculty Responsibilities for Textbook Adoptions
 - 1.1 Each faculty member is responsible for selecting the textbook(s) for their assigned classes. In the event that a faculty member has not yet been assigned to a class, the respective department head is responsible for making the selection. *[Note: Faculty accepting late appointments to teach a class must use the current adoptions for the current semester.]*
 - 1.2 The textbook adoption information must be provided to the University's bookstore and to any off-campus bookstore that requests the information. Additionally, the textbook information may be provided to any other off-campus bookstore at the faculty member's discretion.
 - 1.3 Each faculty member is responsible for providing their textbook adoptions to the bookstore as early as possible, preferably by the bookstore's published due dates. *[Note: The timeliness of book adoptions has a significant impact on students' ability to sell books back to the bookstore and on the bookstore's ability to obtain used textbooks (whether from students or suppliers).]*
 - 1.4 Faculty members must utilize the adopted textbook for their class.
2. Bookstore Responsibilities for Textbook Adoptions
 - 2.1 The University does not collect textbook adoption information centrally for distribution. Each bookstore is responsible for providing faculty with their book adoption forms, guidance, due dates, etc.
 - 2.2 The University's bookstore is required by contract to make available to students all textbooks adopted, unless the textbook is no longer in print or otherwise unavailable. Bookstores located off campus have no obligation to the University or its students and thus, they can make available to students whichever textbooks they choose to stock.
 - 2.3 The University's bookstore, in fulfilling its contract, must make its own determination on the quantity of each text to stock. Factors used in making this decision include:
 - A. each faculty member's estimated quantity needed,
 - B. sales history (if available),
 - C. enrollment history (if available), and
 - D. publisher information (e.g. restrictions on returns, minimum quantities required, discounts on volume purchases, response time to orders, etc.).
3. Changing Adoptions
 - 3.1 Book adoptions may not be changed unless:
 - A. The bookstore is able to return the current adopted texts without penalty.
 - B. The bookstore is able to guarantee that the new adoptions will be available to students prior to the first day of class.
 - 3.2 If the department head or dean made the textbook adoption, the faculty member must obtain approval from the respective department head or dean and must meet the conditions contained in Section 3.1, above.
 - 3.3 If the bookstore has purchased used textbooks from students based upon the current adoption, the

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faculty member may not change the textbook adoption for the current semester.

- 3.4 If the current adopted text is custom published or packaged for Prairie View A&M University, the faculty member may not change the adoption until the commitments made to the publisher have been met.

4. Desk Copies of Textbooks

- 4.1 Faculty may obtain desk copies directly from the publisher.
- 4.2 If a faculty member does not receive their desk copy from the publisher prior to the start of the semester, the University's bookstore will allow the faculty member to purchase the text and return it within 10 days of the purchase.

5. Custom Textbooks

- 5.1 Custom textbooks include the following:
- A. Textbook and workbook prepackaged as a set.
 - B. Textbook consisting of sections or chapters from multiple texts that are copied and bound specifically for Prairie View A&M University.
- 5.2 Faculty work directly with the publishers to develop custom textbooks for their classes and publishers may offer a royalty to encourage faculty to develop them. *[Caution: Any agreement between the faculty member and the publisher is simply that and is not binding upon the University nor the University bookstore.]*
- 5.3 Custom textbook orders cannot be changed after the orders have been placed or the books have been received by the University bookstore. *[Note: Bookstores can generally return only 10% of custom textbooks and thus, they will be more conservative with the number they order.]*

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