

# LINCOLN UNIVERSITY

<b>Policy:</b>	<b>Textbook Adoptions</b>
<b>Policy Number:</b>	<b>FISC – 806</b>
<b>Effective Date:</b>	<b>December 2008</b>
<b>Next Review Date:</b>	<b>September 2009</b>
<b>Review Officer:</b>	<b>Vice President for Fiscal Affairs</b>

## 1. Policy

- 1.1. It is the policy of Lincoln University to establish an effective book adoption process, so that the Lincoln University Bookstore can efficiently serve the students and the University community
- 1.2. The success of this policy depends on the cooperation of the faculty and the Bookstore to identify and resolve logistical issues that arise.

## 2. Applicability

- 2.1. This policy applies to all University faculty and Bookstore management.

## 3. Definitions

- 3.1. Textbook Adoption. The notification of which textbook or course materials are required for students to use in a course. This notification is sent to the Bookstore by the faculty and Department chairs.
- 3.2. Bookstore Committee. The University's group designated to dialog with and communicate issues to the Bookstore management and the faculty. This group is comprised of representatives of faculty, Department Chairs, and Student Government Association.

## 4. General

- 4.1. Contract: The University's contract with the Bookstore, which must be followed by both parties, stipulates:
  - 4.1.1. The University shall not authorize any other vendor to buy or sell required and recommended texts (excluding "course packs") on the Main Campus or at the Graduate Center or through e-commerce.
  - 4.1.2. The University shall not in any University publication or on the Main Campus or Graduate Center authorize the promotion of any other bookstore.

- 4.1.3. The Bookstore shall be the exclusive local bookstore that the University promotes or causes to be promoted on the Main Campus or Graduate Center.
- 4.1.4. University will require its faculty and staff to provide the Bookstore with timely and accurate textbook adoption information.
- 4.1.5. The selection of required and recommended texts and course materials shall be within the sole discretion of faculty members, Department chairs, and/or Academic Deans of the University and not within the discretion of the Bookstore.
- 4.1.6. The University shall, through its faculty, Department chairs and/or collegiate deans, provide adequate information to Bookstore regarding selected texts and course materials. The University shall make a reasonable good faith effort to submit such information to Bookstore by the following dates:
- For the Spring Term, October 1
  - For Summer Terms, March 1
  - For the Fall Term, March 1
- 4.1.7. The Bookstore shall each Term secure and provide for sale an adequate and timely supply of all selected texts and course materials.
- 4.1.8. The Bookstore and the University shall, in good faith, cooperate with one another to make the names of required and recommended texts that each student will need for the classes for which he or she is registered for the upcoming term (collectively, the "Texts") available to such student in accordance with the following textbook adoption rules.
- 4.2. Textbook adoption rules, which must be followed by Lincoln University faculty, are as follows:
- 4.2.1. Texts must be identified with correct ISBN number, name, author and edition and whether required or recommended. The deadlines for adoptions are as follows:
- For the Spring Term, October 1
  - For Summer Terms, March 1
  - For the Fall Term, March 1
- 4.2.2. Textbook adoptions will be frozen for two years from the date adopted. Exceptions require the express written consent of the Department Chair, the applicable Academic Dean and the Bookstore.

- 4.2.3. To facilitate textbook adoptions, the deadline for course schedule approvals to the Registrar is as follows:
- For the Spring Term, September 15
  - For Summer Terms, February 15
  - For the Fall Term, February 15
- 4.2.4. Information regarding suggested quantity and historical course information, and registrar course information, although helpful, shall not delay timely submission of the textbook adoption.
- 4.2.5. The Bookstore is responsible for having adequate stock for each textbook adoption, at the beginning of each semester.
- 4.2.6. The University expects the Bookstore to provide all adoptions, with no shortages, by the beginning of classes each semester. It is the obligation of the Bookstore to communicate adoption issues regarding all courses in a timely manner and work with the University faculty cooperatively to maximize availability of texts to students needing them.
- 4.2.7. When shortages occur, it is the responsibility of the bookstore to obtain additional copies within the first two weeks of the semester.
- 4.2.8. Secretaries shall not sign off textbook adoptions.
- 4.2.9. Changes in textbook adoptions can be made prior to the textbook adoption deadline, but will require the approval of the Department Chair, applicable Academic Dean and the Bookstore after the adoption deadline.
- 4.2.10. Only the faculty and Department chairs may sign a textbook adoption.
- 4.2.11. Faculty members may not sign any authorization to order classroom textbooks from any other bookstore or publishing company.
- 4.3. Textbook return rules: Textbook returns may not be made without the express written consent of the Academic Dean and advance notification of the Bookstore.

## **5. Dissemination of Policy**

- 5.1. The policy shall be disseminated to all faculty, Department chairs and Academic Deans within the University and published on the University's Internet website.

## 6. Enforcement

- 6.1. It is the responsibility of each Lincoln University faculty member and Department chair or Academic Dean as well as the Bookstore to comply with the provisions of this policy.
- 6.2. It is the responsibility of the Academic Deans to ensure the enforcement of the policy within their assigned areas of oversight. The Bookstore management will oversee enforcement by the Bookstore.
  - 6.2.1. The University's Bookstore Committee will consult with the Academic Deans regarding Bookstore issues and proposed solutions on an as needed basis.
  - 6.2.2. The Academic Deans shall meet with the Bookstore Committee and the Bookstore management to discuss compliance issues and resolve them on an as-needed basis.
- 6.3. It shall be the responsibility of the Bookstore to notify the faculty, Academic Department chairs or Academic Deans in a timely manner (within 24 hours) regarding Textbook Adoption issues/questions. All faculty and student complaints should be directed to Department chairs and the Bookstore Committee. The bookstore should lodge its complaints through the applicable Academic Dean.
- 6.4. Complaints and Issues from the Bookstore shall be handled by notifying Departmental secretaries. Non-routine or unresolved issues must be copied to the Department chair and Academic Dean.
- 6.5. Complaints and Issues from the University may be handled by notifying the Bookstore. Non-routine or unresolved issues must be sent to the Bookstore and also copied to the Department chair and Academic Dean.
- 6.6. The University's Bookstore Committee is empowered to review this policy, and suggest additional procedures or improvements for textbook adoptions where known issues have arisen.

***Questions about this policy should be addressed to the individual Academic Dean at 1570 Baltimore Pike, Lincoln University, PA 19352.***