

CCS Administrative Procedure

5.30.01.1-A Textbook Adoption and Selection

Implementing Board Policy [5.30.01.1](#)
Contact: Chief Financial Officer, 434-5275

1.0 Purpose

Community Colleges of Spokane (CCS) operates college bookstores on the campuses of Spokane Community College (SCC), Spokane Falls Community College (SFCC), and in many of the Institute for Extended Learning's (IEL) rural centers. The affiliated college stores sell textbooks, supplies, and other merchandise. Their primary mission is to provide students a convenient resource to purchase required classroom materials. The net income from store operations is credited to the college. The college stores obtain textbooks and supplemental materials selected by faculty from textbook publishers and other vendors.

The purpose of this procedure is to establish textbook adoption and selection procedures and to implement rules consistent with Revised Code of Washington (RCW) section 28B.10.590 relating to cost savings on course materials for students.

2.0 Limitations and Requirements

- 2.1 RCW 28B.10.590 requires affiliated bookstores to:
 - 2.1.1 Provide students the option of purchasing materials that are unbundled when possible, disclose to faculty and staff the costs to students of purchasing materials, and disclose publicly how new editions vary from previous editions.
 - 2.1.2 Actively promote and publicize book buy-back programs.
 - 2.1.3 Disclose retail costs for course materials on a per course basis to faculty and staff and make this information publicly available.
- 2.2 Adherence to the requirements of the statute requires participation by CCS faculty and the college stores and the understanding that faculty are the first point of contact with publishers regarding textbook adoption and selection.
- 2.3 Prior to adoption of a new edition, the publisher representative is required to disclose to the faculty member and the college store in writing how the new edition has changed from the previous edition.

3.0 Guidelines for CCS College Stores

The college stores will provide cost information of faculty adoptions and publish the pricing policies of the college stores annually. Retail price information of resale items will be available and posted in the college stores and on the store websites.

4.0 Guidelines for CCS Faculty

Each department has the authority to recommend its own textbooks. It is the intent of these guidelines to provide an orderly process by which textbooks are chosen; eliminate unnecessary duplication; provide faculty with flexibility of choice; and to minimize financial burdens to students. The following guidelines apply to the selection of textbooks. It is the intent of CCS that there is extensive departmental involvement in the selection of textbooks, thus:

- 4.1 Each department shall develop its own selection procedure and have a copy of the procedures available on file with the department chairperson and in the division office. The department chairperson is responsible for coordinating the textbook selection process within the department and for notifying all full- and part-time faculty within an academic discipline of the departmental procedures.

- 4.2 The department chairperson shall be responsible for ordering textbooks for sections that do not have instructors assigned before student registration. In the case where an instructor is assigned within a week of the beginning of class, the chairperson will request that the new instructor use the previously ordered texts. In the event the text(s) is not used, shipping charges will be absorbed by the department.
- 4.3 The department chairperson will effectively work with departmental staff and college bookstore staff to ensure the timely ordering of textbooks.
- 4.4 Adherence to textbook ordering procedures and timelines is a contractual and professional obligation for academic employees and is subject to review by the appropriate administrator.
- 4.5 Supplemental and optional materials may be selected by the individual faculty member; however, the overall financial burden to the student and the department shall be considered.
- 4.6 Faculty are encouraged to inquire of textbook publisher representatives about the cost impact of course material selections and shall:
 - 4.6.1 Consider adopting the least costly version of the content comparable textbook format (e.g., E-book, loose-leaf, paperback, or hardbound);
 - 4.6.2 Consider unbundled materials;
 - 4.6.3 Request how new editions vary from previous editions;
 - 4.6.4 Consider a textbook rental option based on the CCS published rental guidelines;
 - 4.6.5 Consider a custom published edition focusing solely on materials that will be used in the course and removing extraneous materials.
- 4.7 When possible, it is recommended that all texts be adopted for a minimum of two (2) years.

5.0 Copyrighted Materials

Use of copyrighted materials will be consistent with applicable laws and the Master Contract.

6.0 Instructor Authored Textbooks

Use of instructor authored textbooks must be consistent with the Ethics in Public Service Act (chapter 42.52 RCW). It is a violation of the act for an instructor to receive an economic benefit (royalties or any other form of compensation) from the purchase of the textbook by students taking his/her class(es).

- 6.1 The instructor is responsible for notifying the publisher of this restriction and the need for a publisher's agreement with CCS.
- 6.2 The CCS Grants & Contracts office will facilitate the execution of the publisher's agreement to ensure royalties or any other form of compensation is distributed consistent with the Ethics in Public Service Act.

7.0 Textbooks Received for Evaluation or Review

The Washington State Executive Ethics Board (EEB) has issued opinions on the selling of textbooks sent to faculty for evaluation or review.

- 7.1 In summary, EEB Advisory opinion 03-04 (September 12, 2003) states, "higher education faculty may not sell for personal gain textbooks that they received from publishers because the textbooks are related to the performance of official duties."
- 7.2 CCS employees therefore cannot sell complimentary textbooks.
 - 7.2.1 Complimentary textbooks may be given to the CCS Foundation, Spokane Community College, Spokane Falls Community College or the Institute for Extended Learning, or may be disposed of through the regular CCS surplus property procedure.
 - 7.2.2 Complimentary textbooks may be donated to a private charity if donated within thirty (30) days of receipt.

8.0 Related Information

- 8.1 Section [RCW 28B.10.590](#), Course Materials – Cost Savings
- 8.2 Chapter [RCW 42.52](#), Ethics in Public Service
- 8.3 Washington State Executive Ethics Board, [Advisory Opinion 03-04](#) - Selling Complimentary Textbooks
- 8.4 [Master Contract](#) between CCS Board of Trustees and CCS Association for Higher Education, Article XII – Textbook Adoption

*Approved at Joint Exec/AHE meeting, January 2008
Revised October 2007 to implement RCW 28B.10.590
Approved at Joint Exec/AHE Meeting, October 2006
See Article XII of Master Contract Regarding Textbook Adoption*