<table>
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<th>Policy Title: Textbook Sales Policy</th>
<th>Effective Date: 9/16/2011</th>
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<tr>
<td>Policy ID #: FA-PO-1204</td>
<td>Date of Last Revision: 7/12/2012</td>
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<td>Oversight Department: Financial Services</td>
<td>Next Review Date: 7/12/2014</td>
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1. **PURPOSE**

   The objective of this policy is to set forth guidelines addressing textbook sales, which ensures compliance with Federal and State regulations.

2. **APPLICABILITY**

   The Radford University Textbook Sales Policy applies to all University employees involved in the textbook adoption process, in conjunction with representatives of bookstore operations.

3. **AUTHORITY**

   University policies fall within a greater hierarchy of laws, statutes and regulations. The Board of Visitors has been authorized by the Commonwealth of Virginia to govern Radford University. (See Code of Virginia § 23-155.7; 23-9.2:3.)

   The Board of Visitors, in the Board By-laws, has delegated much of the authority to manage the University to the President, who serves as the agent of the Board and as the Chief Executive Officer of the University. As a part of that management, the President, in conjunction with the President’s Cabinet, will direct the development and implementation of University Policies and Procedures.

4. **DEFINITIONS**

   **Bundle**: One or more college textbooks or other supplemental materials that may be packaged together to be sold as course materials for one price.

   **Integrated textbook**: A college textbook that is (a.) combined with materials developed by a third party and through contractual agreement publishers may not offer the textbook and materials separately; or (b.) materials that are combined with the content of the textbook to such an extent that the separation of the textbook from the materials would render the textbook unusable for its intended purpose.

   **Supplemental material**: Educational material developed to accompany a textbook such as printed materials, computer disks, website access or electronically distributed materials that are not being used as a component of an integrated textbook.
5. POLICY

A. No Radford University employee shall demand or receive any payment, loan, subscription, advance, deposit of money, services or anything, present or promised, as an inducement for requiring students to purchase a specific textbook required for coursework or instruction; with the exception that the employee may receive (i) sample copies, instructor’s copies, or instructional material; and (ii) royalties or other compensation from sales of textbooks that include such instructor’s own writing or work.”

B. The University shall make provisions for the availability of required textbooks to students otherwise unable to afford the cost.

C. The University shall ensure that no funds provided for financial aid from University bookstore revenues are included in the calculation for state appropriations for financial aid.

6. PROCEDURES

See Corresponding PROCEDURE # FA-PR-1204
(Include Appendices with Procedure)

7. RESPONSIBILITIES

See Corresponding PROCEDURE # FA-PR-1204

8. INTERPRETATION

The authority to interpret this policy rests with the President of the University and is generally delegated to the Vice President for Finance and Administration.

9. EXCLUSIONS

None

10. REFERENCES

Code of Virginia § 23.1-1308, “Governing board procedures; textbook sales and bookstores.”

11. APPROVAL AND REVISIONS

The University President and the President’s Cabinet have approval authority over this policy and all subsequent revisions.

As deemed necessary, revisions to the Textbook Sales Policy must be approved by the Vice President for Finance and Administration and the President’s Cabinet.

Textbook Sales Policy
The Board of Visitors authorized the President to execute all necessary documents to ensure compliance with federal and state textbook sales regulations on September 16, 2011.

Revisions to the Textbook Sales Policy were approved by the President’s Cabinet, and the president signed the policy, on July 12, 2012.

DATE: Enter date

Penelope W. Kyle, President

For information, contact the Office of Policy Compliance – 540-831-6651
Procedure for Policy # FA-PO-1204

1. Brief Policy Description

The objective of this policy is to set forth guidelines addressing textbook sales, which ensures compliance with Federal and State regulations.

2. Applicability

The Radford University Textbook Sales Policy applies to all Radford University employees involved in the textbook adoption process, in conjunction with representatives of bookstore operations.

3. Procedure

See Section #4 for responsibilities.

4. Responsibilities

Bookstore Responsibilities:

The Bookstore shall develop a process to work collaboratively with the campus community for the adoption of textbooks and supplemental materials which ensure timeliness and availability.

Centralized listings of textbooks and supplemental materials required or assigned for particular courses shall be available on the University’s Bookstore website after the relevant faculty member, instructor or academic department notifies the University Bookstore. For each particular course, the University Bookstore shall post the International Standard Book Number (ISBN) along with other relevant information.

The University Bookstore shall be encouraged to disseminate to students information regarding (i) available institutional programs for renting textbooks and purchasing used textbooks; (ii) available institutional guaranteed textbook buyback programs; (iii) available institutional alternative content delivery programs; and (iv) other available institutional cost-savings strategies.

Faculty/Instruction/Academic Department Responsibilities:

Faculty members, instructors and academic departments shall provide the University Bookstore with textbook and supplemental materials information for a particular course.
with sufficient lead time to allow for the confirmation of availability of such textbooks and supplemental materials and where possible, maximize the availability of used textbooks.

Faculty members, instructors and academic departments shall confirm the intent to use all items ordered before the adoption is finalized. If the faculty member does not intend to use each item included in a bundled package, he or she shall notify the University Bookstore and the Bookstore shall order the individualized items when their procurement is cost effective for both the institution and the student where such items are made available by the Publisher.

Faculty members shall acknowledge the Bookstore’s quoted retail price of textbooks selected for each course.

Faculty members are encouraged to limit their use of new edition textbooks when previous editions do not significantly differ in a substantive way as determined by the appropriate faculty member.

5. Appendices

N/A