



Policy Title: Textbook Sales Policy	Effective Date: 9/16/2011
Policy Number: FA-PO-1204	Date of Last Review: 10/24/2017
Oversight Department: University Services	Next Review Date: 10/1/2020

1. PURPOSE

The *Textbook Sales Policy* for Radford University (University) sets forth requirements for textbook sales in order to comply with federal and state regulations and to encourage efforts to minimize the cost of textbooks to students while maintaining academic freedom and the quality of education.

2. APPLICABILITY

The *Textbook Sales Policy* applies to all University employees involved in the textbook adoption process including representatives of the University's bookstore vendor.

3. DEFINITIONS

Bundled Package: 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 combined with materials developed by a third party and, by contractual agreement, publishers may not offer the textbook and materials separately; or 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.

4. POLICY

- A. No Radford University employee will 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 will make provisions for the availability of required textbooks to students otherwise unable to afford the cost.
- C. The University will ensure that no funds provided for financial aid from University Bookstore revenues are included in the calculation for state appropriations for financial aid.

5. PROCEDURES

A. University Bookstore

1. The University Bookstore will develop a process to work collaboratively with the campus community for the adoption of textbooks and supplemental materials which ensure timeliness and availability.
2. Centralized listings of textbooks and supplemental materials required or assigned for particular courses will be available on the University Bookstore website after the relevant faculty member, instructor or academic department notifies the University Bookstore. For each particular course, the University Bookstore will post the International Standard Book Number (ISBN) along with other relevant information.
3. The University Bookstore will be encouraged to disseminate to students information regarding:
 - a. available institutional programs for renting textbooks and purchasing used textbooks;
 - b. available institutional guaranteed textbook buyback programs;
 - c. available institutional alternative content delivery programs; and
 - d. other available institutional cost-savings strategies.

B. Faculty/Instructor/Academic Department

1. Faculty members, instructors and academic departments will 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.
2. Faculty members, instructors and academic departments will 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 will notify the University Bookstore and the University Bookstore will order the individualized items when their procurement is cost effective for both the institution and the student where the Publisher makes such items available.
3. Faculty members will acknowledge the University Bookstore's quoted retail price of textbooks selected for each course.
4. 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.

6. EXCLUSIONS

None

7. APPENDICES

None

8. REFERENCES

[2008 Higher Education Opportunity Act](#), Section 133, “Textbook Information.”

[Code of Virginia § 23.1-1308](#), “Governing board procedures; textbook sales and bookstores.”

9. INTERPRETATION

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

10. APPROVAL AND REVISIONS

The President of the University 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.

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.

Effective October 24, 2017, the *Textbook Sales Policy* was reviewed by the oversight department and the Office of Policy Compliance. Minor revisions were made and the policy was updated to the current University policy template. No substantive changes were made that would alter the scope or application of the policy.

For general information concerning University policies, contact the [Office of Policy Compliance](#) – (540) 831-5794. For questions or guidance on a specific policy, contact the Oversight Department referenced in the policy.