

~~RUTGERS POLICY~~ **UNIVERSITY POLICY**

**Section:** ~~30.4.1~~

**Section Title:** ~~Business Services~~

**Policy Name:** ~~Textbook Adoption Policy~~

**Formerly Book:** ~~5.7.1; Formerly Policy 20.1.4~~

**Approval Authority:** ~~Senior Vice President for Administration~~

**Responsible Executive:** ~~Senior Vice President for Administration~~

**Responsible Office:** ~~Division of Administration and Public Safety~~

**Originally Issued:** ~~9/1982~~

**Revisions:** ~~2/16/2011, 5/24/2011, 10/1/2013; 4/15/2014 (Changed section number and section title)~~

**Errors or changes?** ~~Contact: Division of Administration and Public Safety, [apspolicies@aps.rutgers.edu](mailto:apspolicies@aps.rutgers.edu)~~

<b>Policy Name:</b>	Textbook Adoption Policy				
<b>Section #:</b>	20.1.1	<b>Section Title:</b>	Administrative: Administrative Policies, Procedures, & Services	<b>Formerly Book:</b>	5.7.1; Formerly Policy 30.4.1
<b>Approval Authority:</b>	Executive Vice President, Strategic Planning and Operations & COO	<b>Adopted:</b>	9/1982	<b>Reviewed:</b>	02/07/2020
<b>Responsible Executive:</b>	Vice President, Institutional Planning and Operations, Business Services	<b>Revised:</b>	02/16/2011, 05/24/2011, 10/01/2013; 04/15/2014 (Changed section number and section title); 02/07//2020 (reverted back to Policy # 20.1.1)		
<b>Responsible Office:</b>	Business Services	<b>Contact:</b>	<a href="mailto:business.services@ipo.rutgers.edu">business.services@ipo.rutgers.edu</a>		

1. **Policy Statement**

This policy sets forth the responsibilities of faculty members and their designees with respect to

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the adoption of textbooks and supplemental materials, as well as the obligation of the University to disclose certain textbook information to the University community.

## 2. Reason for Policy

The reason for this policy is to ensure that students are provided with timely access to textbook information so that they may make informed decisions and take cost-saving measures when purchasing textbooks. The reason for the policy is also to comply with legal requirements pertaining to textbook adoptions.

This policy is not intended to limit the academic freedom of faculty in their selection of course materials for students.

## 3. Who Should Read This Policy

All faculty and academic administrators.

## 4. ~~Related Documents~~Resources

- a. Higher Education Opportunity Act  
H.R. 4137 Sections 110 and 134
- b. Textbook Royalties FAQs  
~~https://uoc.rutgers.edu/programs/ethics/fag/~~ ~~http://generalcounsel.rutgers.edu/ethics/frequently-asked-questions-faculty-royalties-student-purchases-books-assigned-author-classes~~
- c. Faculty can also submit adoptions directly via email to the Rutgers Bookstore – Textbook Department – [TM660@bncollege.com](mailto:TM660@bncollege.com) or via the bookstore's Barnes & Noble College Faculty Enlight website – <https://www.facultyenlight.com/?storeNBr=660>

## 5. ~~Contacts~~

- a. ~~New Brunswick: Division of Administration and Public Safety:  
[apspolicies@aps.rutgers.edu](mailto:apspolicies@aps.rutgers.edu)  
[business.services@ipo.rutgers.edu](mailto:business.services@ipo.rutgers.edu)~~
- b. ~~Newark: Business Services – Newark, 249 University Avenue, Newark, NJ 07102~~
- c. ~~Camden: Camden Chancellor's Office, 303 Cooper Street, Camden, NJ 08102~~

## 5. Definitions

1. “Custom Textbook” shall mean a textbook that is compiled by a publisher at the direction of a faculty member or their designee. A custom textbook may include, alone or in combination, items such as selections from original instructor materials, previously copyrighted publisher materials, and copyrighted third-party works.
2. “ISBN” shall mean International Standard Book Number.
3. “Supplemental Materials” shall mean educational material developed to accompany a textbook that may include printed materials, computer disks, website access, and electronically distributed materials.
4. “Textbook” shall mean a textbook, including a Custom Textbook, used for or in conjunction with a course.
5. “University Bookstore” shall mean Barnes & Noble for all of the University campuses.

## 6. The Policy

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### 30.4.1 TEXTBOOK ADOPTION POLICY

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## **B.A. Textbook Adoptions**

All faculty, or their designees, shall place their orders for Textbooks and Supplemental Materials with the University Bookstore in accordance with the following schedule:

1. On or before October 1 for the spring semester
2. On or before March 1 for the summer sessions
3. On or before April 1 for the fall semester

Faculty members assigned to a course after these deadlines shall place their orders on as timely a basis as possible.

Textbook adoption orders placed with the University Bookstore shall include the following information regarding the Textbooks and Supplemental Materials where applicable:

1. ~~f~~Faculty name and contact information;
2. ~~a~~Author, title, publisher, copyright date, edition, and ISBN (International Standard Book Number) if available;
3. ~~e~~Course, course number, section number; and
4. ~~n~~Number of students enrolled in the course or class and the maximum student enrollment for such course or class.

Textbook information may be provided to other vendors, but not in lieu of submission to the University Bookstore~~(s)~~.

## **C.B. Textbook Disclosures**

1. To the maximum extent practicable, the ~~u~~University shall provide access on its Internet course schedule to the ISBN and retail price information of required and recommended Textbooks and Supplemental Materials for each course listed on the ~~u~~University's course schedule used for preregistration and registration purposes. If the ISBN is not available for a particular Textbook or Supplemental Material, the ~~u~~University shall provide, to the extent practicable, access to the name of the author, title, publisher, and copyright date of the Textbook or Supplemental Material.

If the uUniversity elects to publish a hard-copy of the course schedule, the course schedule shall expressly state that textbook information may be accessed from the Uuniversity's internet course schedule and it shall provide the internet address for such schedule.

2. The uUniversity, to the extent practicable, shall disseminate information regarding opportunities for renting textbooks or for purchasing used textbooks, alternative content delivery programs, and other cost-saving strategies.