Revision Responsibility: Vice President for Academic Affairs
Responsible Executive Officer: Vice President for Academic Affairs

Source/Reference: TBR Policy 2:07:00:00
TCA § 49:7:141

PURPOSE

To assign responsibility for the selection of textbooks and supplementary course materials, establish requirements relative to their use, and minimize costs while maintaining quality of education and academic freedom.

POLICY

I. Selection of textbooks and supplementary materials that students are required to purchase for a course is determined by a collaborative decision-making process of the full-time faculty teaching that course.

II. Cost to students in accordance to institutional policy on accessibility will be a major consideration in the selection of textbooks and supplementary materials. In general, the lowest cost alternative that meets the instructional needs and quality standards of the course will be selected. Supplementary materials will be required only if essential to meeting the student learning objectives of the course. Bundled materials will be considered only if the supplementary materials are essential to the course and/or they deliver cost savings to the students.

NOTE: Some supplemental materials packaged with the textbook or other purchased materials may prevent students from selling the textbook back to the Columbia State bookstore, may require students to buy new books, or pay more for a used book(s) in addition to other supplementary materials.

III. Textbooks selected will generally be used a minimum of two years and throughout an entire academic year, whenever possible. New editions are not considered a new textbook selection. Courses taught in an alternative delivery format (e.g., hybrid, online.) may necessitate the use of different textbooks or additional supplementary materials. When this is the case, the Columbia State bookstore and students must be informed.

IV. Faculty teaching the same course will either use the approved textbook OR approved OER materials.

V. The Vice President for Academic Affairs will work closely with Division Deans and Columbia State's bookstore contractor to ensure that the requirements and procedures set forth in this policy and TBR Policy 2:07:00:00 are adhered.

PROCEDURES

I. Full-time faculty teaching the course or a committee selected from those faculty by the Division Dean will review possible textbooks/supplementary materials and recommend new selections, if warranted. In disciplines with no full-time faculty, the Division Dean, in consultation with the part-time faculty teaching the course, will select the textbooks/supplementary materials.

II. The approval process for adoption of the recommended textbooks/supplementary materials will involve all full-time discipline-specific faculty. Prior to approval, the faculty will obtain from the Columbia State bookstore the cost of the textbook and supplementary materials. These costs, in accordance to institutional policy on accessibility, will be considered in determining which textbooks/supplementary materials to adopt. After approval, the full-time faculty will inform the division dean in writing, at least six weeks prior to the semester in which the new selections will be used. The following information about the new selection will be provided to the division dean: (a) title, (b) author(s), (c) edition, (d) publisher, (e) cost, and (f) corresponding course(s) in which the textbooks/supplementary materials will be used.

III. The Division Dean or designated faculty will report the new adoptions to the Columbia State bookstore manager at least five (5) weeks prior to the beginning of the semester.

IV. The Columbia State bookstore will disclose to the Division Dean on a per course basis the costs to students of purchasing the required textbooks and course materials. If there has been a substantial cost increase over the cost when first adopted, the Division Dean will obtain an acknowledgement of the new cost from the faculty members teaching the course prior to the order being placed. In those instances where the price remains within 10 percent of the existing price at adoption, it will be assumed that notification of adoption constitutes positive affirmation by the faculty of the price of the textbooks and materials.

V. The Columbia State bookstore contractor must provide the International Standard Book Number (ISBN) for all required textbooks and supplementary course materials. If the ISBN is not available, the Columbia State bookstore will provide the author, title, publisher, and copyright date. This information will be posted on the College's webpage.

VI. As part of doing business, the Columbia State bookstore contractor will:

A. Comply with Procedure IV above.
B. When possible, provide students with the option of purchasing the textbooks and other study products in bundled packages or separately.
C. Actively promote and publicize book buy-back programs.
D. Execute and complete all textbook inventory and monitoring as set forth in this policy with existing bookstore staff.

Revised August 14, 1991; July 28, 1997 (title updates only); January 24, 2000 (new policy format and approval procedures); November 13, 2007 (to comply with Tennessee Code Annotated, Title 49, Chapter 7, Part 1 and TBR Policy 2:07:00:00, Cost of Textbooks); September 6, 2011(new policy format and updated titles); Revised August 2019; reviewed/accepted by Cabinet, approved/signed by President. Revised April 2025; reviewed/accepted by Cabinet, approved/signed by President.