INSTRUCTOR TEXTBOOK AND MATERIALS POLICY

Policy
Instructors shall, whenever possible, procure a complimentary instructor copy of each textbook and material from the publisher they will be using for classes offered through Minnesota State Community and Technical College. If a complimentary copy is not available, the instructor may ask the bookstore coordinator to order the item and may purchase the item through the bookstore. All complimentary textbooks and materials that are received by the faculty are considered property of MSCTC. Disposal options of complimentary textbooks and materials include: 1) Giving the textbooks to the campus or college foundations; 2) Giving the textbooks to a campus student academic club; or 3) Sell the books during the campus book buyback program and deposit the funds back into their academic program.

Purpose
The purpose of this policy is to communicate the manner in which procurement and disposal of instructor textbooks and materials are carried out. It also communicates that all instructor textbooks and materials are considered property of Minnesota State Community and Technical College.

Responsibility
Academic Dean: Be knowledgeable of this policy.

CFO-Business Manager: Ensure that the Instructor Textbook and Materials Policy is implemented and followed.

Bookstore Coordinator: Ensure that the Instructor Textbook and Materials Policy is adhered to. To advise instructors of the policy when there are requests to have them order instructor copies of textbooks.

Faculty: Select and order complimentary instructor textbooks and materials through appropriate publishers.

Steward: Wayne Wolden
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