

Policy Title: Cost of Textbooks

Policy Type: Academic **New/revised:** Revised

Old Policy #: 2:07:00:00 and ETSU Faculty Handbook policy

Approval level: Board of Trustees
 President
 Vice President
 Other (specify here)

Purpose: Tennessee Code Annotated (TCA), Title 49, Chapter 7, Part 1 specifies that public higher education institutions develop policies for minimizing the cost of textbooks and ancillary course materials, while maintaining quality of education and academic freedom. This policy establishes minimum requirements East Tennessee State University will follow consistent with TCA § 49-7-1.

Policy:

1. The ETSU bookstore will establish ordering procedures that require faculty to submit lists of required textbooks and course materials in a timely manner, thereby permitting the bookstores to ensure that textbooks and other materials are available when courses begin.
2. ETSU will provide information regarding required and supplementary textbooks and course materials prior to registration for the upcoming term through the ETSU bookstore website. Information provided for each textbook or ancillary material will include, where applicable, the cost, title, author, publisher, edition, International Standard Book Number (ISBN), and whether the textbook or materials are required, recommended, or optional. The bookstore website will also state the availability of new and used textbooks and materials and costs.
3. College and department printed or online information regarding textbooks and course materials should also include costs, where possible.
4. The ETSU bookstores will disclose to faculty on a per course basis the cost to students of required textbooks and course materials and will place orders for textbooks and materials only after a faculty member affirmatively acknowledges the price of textbooks and materials.

Faculty should consider practices that reduce the cost of textbooks and course materials such as adopting the least expensive option from the available products that meet the requirements of the course. ETSU discourages the use of bundled materials. If a faculty members wishes to order bundled materials, the academic department chair must also approve the order.

5. ETSU bookstore will allow students to purchase textbooks separately from bundled packages of course materials that include textbooks. When possible, the bookstore will sell study products separately from each other.

6. To increase the availability of used textbooks the ETSU bookstore will promote convenient book buy-backs.
7. Copies of current textbooks provided by publishers at no cost may be placed on reserve in departmental libraries or university libraries, thereby allowing maximum hours of access.

3/24/2017 – approved by the Board of Trustees.

Notes: [optional information here]
[could be source information, historical notes, references to other policies]