



Cost of Textbooks	
Responsible Official: Vice President for Business and Finance /CFO	Responsible Office: Business and Finance

Policy Purpose

This policy establishes minimum requirements East Tennessee State University will follow consistent with TCA § 49-7-1.

Policy Statement

ETSU will adopt practices that minimize the cost of textbooks and ancillary course materials, while maintaining quality of education and academic freedom.

Definitions

N/A

Policy History

Effective Date: March 24, 2017

Revision Date:

Procedure (s)

- I. The ETSU bookstore establishes ordering procedures that require faculty to submit lists of required textbooks and course materials in a timely manner, thereby permitting the bookstore to ensure that textbooks and other materials are available when courses begin.
- II. The ETSU bookstore discloses to faculty on a per course basis the cost to students of required textbooks and course materials and places 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.
- III. ETSU provides the following information regarding required and supplementary textbooks and course materials prior to registration for the upcoming term through the ETSU bookstore website.
 - a. Cost

- b. Title
 - c. Author
 - d. Publisher
 - e. Edition
 - f. International Standard Book Number (ISBN)
 - g. Whether the textbook or materials are required, recommended, or optional.
- IV. The bookstore website also states the availability of new and used textbooks and materials and costs. College and department printed or online information regarding textbooks and course materials should also include costs, where possible
- V. 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. The ETSU bookstore will allow students to purchase textbooks separately from bundled packages of course materials that include textbooks. When possible, the bookstore sells study products separately from each other.
- VI. To increase the availability of used textbooks the ETSU bookstore promotes convenient book buy-backs.
- VII. 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.

Procedure History

Effective Date: March 24, 2017

Related Form(s)

None

Scope and Applicability

Primary: Academics
 Secondary: Students