

TEXTBOOK SELECTION

Regulations

- A. The division director, with approval of the group dean, will decide upon textbooks prescribed for each course in the division.
- B. In most cases, all sections of a given course will use the prescribed textbook. One of the following alternatives must be used:
 - 1. All instructors of a given course will be required to use the prescribed textbook.
 - 2. No book will be required for any section.
 - 3. The book will be listed as “optional,” in which case the instructor may recommend it, and the student will decide whether to purchase the book.
 - 4. One or more sections of a given course will be designated as “experimental” for which no text or a different text may be prescribed.
 - 5. One or more sections of a course will be designated “telecourse,” “CPCC Virtual Campus,” or “self-paced” for which no text or a different text may be prescribed.
- C. The textbook chosen shall be reported to the Supervisor, Textbook Operations, as soon as adopted. An adoption that is replacing a textbook already on the booklist must be coordinated with the Bookstore at least one semester in advance so that the inventory on hand can be reduced. Normally a textbook should be used at least one year; however, a change may be made at any time if approval has been obtained and the change is coordinated with the Bookstore. Textbook requisition instructions are contained in the *Business and College Services User's Manual*.
- D. The Supervisor, Textbook Operations, must be informed if a course is being considered for deletion from the College's offerings.
- E. No instructional materials or classroom supplies or adopted textbooks are to be sold directly by instructors or other employees to students, except those books or materials obtained from the Bookstore for resale.
- F. A faculty member who has developed instructional materials may, with approval of the division director, have these materials reproduced by the Bookstore and sold by the Bookstore to students according to the following guidelines:

1. The material must be adopted for a course in accordance with Section 5.14B. of the CPCC Policies and Procedures Manual.
2. Course syllabi/outlines will be furnished to students without charge.
3. No materials developed by a faculty member for sale through the Bookstore may also be furnished free for student use.
4. Such materials may be furnished at cost to the instructor and for departmental use.
5. The maximum unit size is 150 pages
6. The Bookstore sets the cost of materials it reproduces for sale to cover reproduction costs and the standard Bookstore markup. No royalty or other fee is paid to the instructor.
7. The Supervisor, Textbook Operations, must have 10 weeks advance notice if the instructional material is to replace another publication as a course requirement. Advance notice of six weeks is necessary if the material will merely supplement an existing publication.
8. The instructor who has developed the material will secure the division director's approval in writing on a form, which can be obtained from the Bookstore or the Reprographic Center. The Supervisor, Textbook Operations, must receive from the instructor a letter from the copyright owner giving permission to use the material if the material to be reproduced and sold includes material that is copyrighted in part or total
9. The Supervisor, Textbook Operations, will notify the Reprographic Center that copyright laws are not violated and that the material can be reproduced.

Refer to CPCC's website: <http://inside.cpcc.edu/P&Pmanual/ppm5-0/ppm5o14.htm>