

## Textbook and Course Material Adoption Guidelines

Textbooks and course materials are important tools that facilitate student learning. Given the rising costs of higher education, it is important that we provide our students with high quality resources as economically as is possible. Furthermore, we want to ensure that all course materials are accessible to students with disabilities, as required by federal law and University policy. The following textbook and course material adoption guidelines are intended to assist faculty in meeting our students' needs for affordable and accessible textbooks and course materials.

To improve affordability,

- When reviewing textbooks for adoption, consider price as an important criterion, while not compromising the quality of the education our students receive.
- From year to year, consider adopting the least expensive edition of textbooks you wish to use, taking into account factors such as the availability of e-textbooks and book rentals for newer editions.
- To allow students to benefit from book-buyback programs, consider using the same textbook and edition as long as it remains educationally sound.
- Avoid adopting textbooks that are “bundled” with supplementary materials, unless all of the components are required for your course. If possible and desired, adopt textbooks and materials that allow students to buy parts of a bundle, or otherwise make them economically sound.
- Develop course-packs and readers, which are typically less expensive than textbooks, to provide students with focused information relevant to the course. Be sure that all self-published materials adhere to U.S. copyright law and requirements of the California State College Textbook Transparency Act.
- Use the University Library's reserve and e-reserve services to make information available to students when practical to do so, within the constraints of U.S. copyright law.
- Consult the CSU's “Affordable Learning Solutions” website for no-cost or low-cost content for courses in many disciplines: <http://als.csuprojects.org/home>.
- When practical, and when consensus exists among faculty teach the course, use the same textbook for multiple sections and offerings of a class throughout the year.
- Adhere to University policy regarding textbook adoption timelines and procedures to ensure that textbooks are available in a timely and affordable manner. The deadline for submitting information on required course materials to the University Bookstore is Friday, seven weeks prior to the start of each quarter. In addition, the federal Higher Education Opportunity Act requires universities to post this information for students, so it is critical that faculty submit this information to the University Bookstore in a timely manner.

To improve accessibility,

- When of equivalent appropriateness, adopt textbooks and course materials that are already available in accessible formats, rather than those that are not. Many publishers have this information available, and are happy to provide it.
- Adhere to University policy regarding textbook adoption timelines to ensure that there is adequate time to provide accessible versions of textbooks and course materials to students. It can take several weeks to convert material into accessible format, and sufficient time is required to ensure that materials are available for students with disabilities at the same time they are available to other students, as required by law.

Thank you for taking into consideration the issues of textbook affordability and accessibility as you review and adopt course materials for our students.