

Policy 2110 Ordering Textbooks

Date of Current Revision: October 2024

Responsible Officer: Associate Vice President, Business Services

1. PURPOSE

The purpose of this policy is to establish procedures for ordering textbooks for the students and faculty of the University. The policy addresses action by the Virginia General Assembly, section 23-4.3.1 Code of Virginia.

2. AUTHORITY

The Board of Visitors has been authorized by the Commonwealth of Virginia to govern James Madison University. See Code of Virginia § 23.1-1600; § 23.1-1301. The Board has delegated the authority to manage the university to the president.

STATE OR FEDERAL STATUTE AND/OR REGULATION

Virginia Code § 23.1-1308

3. DEFINITIONS

Affordable Course Content

Any educational resource available for student use at low or no additional cost.

Bookstore

The James Madison University Bookstore

Course Material

A group of required readings, lab materials, school supplies and/or electronic device determined by a faculty member for class use. Textbooks & coursepacks are considered course materials. Examples of non-book course materials include rock samples, maps, pedometers, lab notebooks, calculators, lab glasses, etc.

ISBN

International Standard Book Number

Open Educational Resources (OER)

Teaching, learning and research resources that reside in the public domain or have been released under an intellectual property license that permits their free use and re-purposing by others. Open educational resources include full courses, course materials, modules, textbooks, streaming videos, tests, software, and any other tools, materials, or techniques used to support access to knowledge.

Textbook

A bound or digital edition of a hard copy or soft copy volume assigned by a faculty member for a class.

4. APPLICABILITY

This policy applies to all faculty members who require textbooks or coursepacks as required or supplemental reading for students in their classes.

5. POLICY

The JMU Bookstore is the official textbook site for the university. All faculty members are required to furnish textbook adoption orders to the JMU Bookstore Textbook Manager through their academic unit head or approved academic unit representative.

No employee at a Virginia public college or university shall demand or receive any payment, loan, subscription, advance, deposit of money, services or anything—present or promised—as an inducement for requiring students to purchase a specific textbook required for course work or instruction. The exceptions are that the employee may receive (i) sample copies, instructor's copies or instructional material, not to be sold and (ii) royalties or other compensation from sales of textbooks that include such instructor's own writing or work.

6. PROCEDURES

6.1 All Formats

- a. The Instruction and Educational Resources Coordinator will provide information and consultation services to faculty in obtaining and evaluating OER and lower-cost course material options.
- b. Academic unit heads or their approved representatives will report their best realistic estimate of the number of students expected in each course and section. When any courses or sections are canceled, or overrides are permitted, the academic unit head or representative must notify the JMU Bookstore immediately.
- c. The JMU Bookstore will post all known course materials at [MyMadison](#). The lists of those required or assigned textbooks for each particular course shall include the International Standard Book Number (ISBN) along with other relevant information.
- d. When reorders for additional textbooks beyond the original order are received from academic unit representatives, the Bookstore will expedite the order upon receipt of the request.
- e. Five weeks after the beginning of each semester, the Bookstore will inventory unsold textbooks and will notify each academic unit prior to returning any textbooks to the publishers. The faculty in the academic unit should review the list and, within two weeks, notify the Bookstore of texts to be retained for the current semester.
- f. In the textbook adoption process, the intent to use all items ordered, particularly each individual item sold as a part of a bundle package, shall be affirmatively confirmed by the faculty member. In the event that the faculty member does not intend to use each item in the bundled package, such faculty member shall notify the Bookstore so that the most cost-effective procurement for the Bookstore and the student can be utilized.

- g. Faculty members are encouraged to limit their use of new edition textbooks when previous editions do not significantly differ in a substantive way, as may be determined by the appropriate faculty member.
- h. Students who have emergency financial needs due to unanticipated circumstances and do not have financial support or financial aid to cover the cost of books may be eligible for the Textbook Loan Program. Students should contact the University Business Office to see if they qualify.

6.2 Hard Copies

Regardless of the type of format selected, the following procedures apply. When possible, faculty are encouraged to use an OER version.

- a. The approved academic unit representatives will forward approved textbook adoption orders of the faculty in their academic units to the Bookstore by the second week in October for the spring semester, by the second week in March for the May and summer sessions, and by the first week in April for the fall semester.
- b. Textbook adoption orders submitted to the Bookstore must include: course, course number, section, faculty name, faculty contact information, author, title, edition, ISBN, estimate of the number of students expected in each course and if the textbook is required or optional. Each academic unit's list should be in numerical order by course number. The academic unit should provide a list, by course number, of courses for which no textbooks are required. The textbook adoption order form should also be used to indicate other course materials (i.e., particular types of paper/notebooks, special tools, models, software, etc.), either required or recommended, that the Bookstore should stock for the students in each class.
- c. The Bookstore Textbook Manager will notify the faculty member promptly of any information received regarding the delay in shipment of a textbook or of the inability of a publisher to provide the textbook by a required date. The Textbook Manager will obtain delayed books or substitute books by the most expedient means. When requested, they will attempt to obtain out-of-print books from alternate sources.
- d. The faculty member shall affirmatively acknowledge the Bookstore's quoted retail price of textbooks, course material and course packs selected for use in each course.

6.3 Digital Materials

Regardless of the type of format selected, the following procedures apply. When possible, faculty are encouraged to use an OER version.

- a. The approved academic unit representatives will forward approved textbook adoption orders of the faculty in their academic units to the Bookstore by the second week in October for the spring semester, by the second week in March for the May and summer sessions, and by the first week in April for the fall semester.
- b. Textbook adoption orders submitted to the Bookstore must include: course, course number, section, faculty name, faculty contact information, author, title, edition, ISBN, estimate of the number of students expected in each course and if the textbook is required or optional. Each academic unit's list should be in numerical order by course number. The academic unit should provide a list, by course number, of courses for which

no textbooks are required. The textbook adoption order form should also be used to indicate other course materials. Access codes, like textbooks, will have an ISBN. Where there is no ISBN, partner with the Bookstore to ensure the correct material is ordered.

- c. The Bookstore Textbook Manager will notify the faculty member promptly of any information received regarding the delay in shipment of a textbook or of the inability of a publisher to provide the textbook / software / digital materials / access code by a required date. The Textbook Manager will obtain delayed books or substitute books by the most expedient means.
- d. The faculty member shall affirmatively acknowledge the Bookstore's quoted retail price of textbooks, course material and course packs selected for use in each course.

6.4 OER Copies

- a. The approved academic unit representatives will forward approved textbook adoption orders of the faculty in their academic units to the Bookstore by the second week in October for the spring semester, by the second week in March for the May and summer sessions, and by the first week in April for the fall semester.
- b. Textbook adoption orders submitted to the Bookstore must include: course, course number, section, faculty name, faculty contact information, author, title, edition, ISBN, estimate of the number of students expected in each course and if the textbook is required or optional. Each academic unit's list should be in numerical order by course number. The academic unit should provide a list, by course number, of courses for which no textbooks are required. The textbook adoption order form should also be used to indicate other course materials, either required or recommended, that the Bookstore should stock for the students in each class.

7. RESPONSIBILITIES

The Bookstore is responsible for receiving and processing academic unit requests for all forms of textbooks to be used in courses offered by the university and for applying an efficient and effective ordering policy to determine the quantities of textbooks to order.

The Associate Vice President for Business Services is responsible for the overall administration of the textbook service through the Bookstore.

All departments, offices and employees that generate, receive, or maintain public records under the terms of this policy are also responsible for compliance with Policy [1109](#) – Records Management.

8. SANCTIONS

Sanctions will be commensurate with the severity and/or frequency of the offense and may include termination of employment.

9. EXCLUSIONS

None.

10. INTERPRETATION

Authority to interpret this policy rests with the president and is generally delegated to the Associate Vice President for Business Services.

Previous version: April 2022

Approved by the president: November 2006