



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 77.02, **Textbook Information** by October 1 of every odd numbered year by the Associate Provost for Student Affairs, with recommendations for revision forwarded to the Provost.

POLICY/PROCEDURE:

1. Definitions.

a. **College Textbook** – The term “college textbook” means a textbook or a set of textbooks,

_____ offered at TTUHSC for an academic period, as defined by the school.

d. **Integrated Textbook** – The term “integrated textbook” means a college textbook that is:

- 1) Combined with materials developed by a third party and that, by third party contractual agreement, may not be offered by publishers separately from the college textbook with which the materials are combined; or
- 2) Combined with other materials that are so interrelated with the content of the college textbook that the separation of the college textbook from the other materials would render the college textbook unusable for its intended purpose.

e. **Supplemental Material** – The term “supplemental material” means educational material developed to accompany a college textbook, including printed materials, computer disks, website access, and electronically distributed materials, and is not being used as a component of an integrated textbook.

2. Dissemination of Course Schedules and List of Required and Recommended Textbooks.

a. Each school shall disclose on its website:

- 1) for each semester or academic term, a course schedule;
- 2) with respect to each course, include a list of the required and recommended textbooks that specifies the following information for each textbook:
 - a) the retail price;
 - b) the author;
 - c) the publisher;
 - d) the most recent copyright date;

- e) the International Standard Book Number assigned;
 - f) if the school determines that the disclosure of the information described in Section 2.a. is not practicable for a college textbook or supplemental material, then the school shall so indicate by placing the designation "To Be Determined" in lieu of the information required.
- b. If applicable, the school shall include on its written course schedule a notice that textbook information is available on the school's website course schedule, and the website address for such schedule.
 - c. A school is not required to publish a textbook list if a college bookstore publishes that list and any revisions to that list on the bookstore's internet website.
 - d. Dissemination of course schedules and list of required and recommended textbooks must be disclosed on each school's website no later than one month before the first day of classes begin for the semester or academic term.

3. Availability of Information for College Bookstores.

- a. Each school shall make available to a college bookstore that is operated by, or in a contractual relationship or otherwise affiliated with TTUHSC, as soon as is practicable upon the request of such college bookstore, the most accurate information available regarding:
 - 1) The school's course schedule for the subsequent academic period, and
 - 2) For each course or class offered by the school for the subsequent academic period:
 - a) The information required in section 2.a for each college textbook or supplemental material required or recommended for such course or class;
 - b) The number of students enrolled in such course or class, and
 - c) The maximum student enrollment for such course or class

4. Additional Information.

- a. A school disclosing the information required by Section 2.a is encouraged to disseminate to students information regarding:
 - 1) Available school and institutional programs for renting textbooks or purchasing used textbooks;
 - 2) Available school and institutional guaranteed textbook buy-back programs;
 - 3) Available school and institutional alternative content delivery programs; or
 - 4) Other available cost-saving strategies.

5. Rule of Construction.

- a. Nothing in this HSC OP shall be construed to supersede the school's autonomy or academic freedom of instructors involved in the selection of college textbooks, supplemental materials, and other classroom materials.