

CITRUS COMMUNITY COLLEGE DISTRICT REGULATION

R-6200
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TEXTBOOK ADOPTION AND PROCUREMENT POLICY

1. Faculty members teaching a given course will act as a committee responsible for selecting and recommending to the head of their department all basic instructional materials to be brought by students taking that course.
 - a. Whenever possible, evening instructors will have the same degree of academic freedom and participation in textbook selection as the full-time day instructors. The major responsibility for selection of instructional materials must be assumed by the day faculty since it may be difficult for evening faculty members to participate.
 - b. While it is preferable that the same basic instructional materials be used in all sections of a course, alternate selections may be used with the approval of the committee for that course.
 - c. The cost of instructional materials which students are required to buy should be kept to a minimum.
 - d. Teachers are encouraged to recommend changes whenever they are convinced better books and materials are available.
2. Applications for adoptions that meet the approval of the department head will be transmitted to the Vice President-Instruction for final approval. It should be understood that at times it may be necessary to adopt some future date for the implementation of new books and materials. The College Bookstore must be given sufficient notification regarding changes so they may plan to return books and place orders for newly adopted materials.
3. Whatever basic instructional materials are adopted, they will be used until changed through the channels established by Items 1 and 2 of this policy statement.
4. Heads of departments should maintain a card file of the basic instructional materials adopted for each course taught in their department.
5. A master card file of all basic adoptions for all departments should be maintained by the Office of Instruction and the College Bookstore Manager.
6. Changes in the master card file will be made only when official notification is given the College Bookstore Manager by the Vice President-Instruction.
7. Each semester the College Bookstore will send to the heads of the departments a list of current adopted textbooks used in the department.

8. The College Bookstore is responsible for having on hand sufficient quantities of textbooks for the courses offered. In the event textbook or material shortages occur, teachers will communicate their needs to the heads of their department who will in turn notify the Bookstore.

TEXTBOOK ADOPTION AND PROCUREMENT PROCEDURES

1. Adoption
 - a. The faculty members teaching a given course will act as a committee to select the textbooks and any other basic instructional materials which will be used in that course. If any individual faculty member who teaches that course wishes to use materials which differ from those the committee has selected, that faculty member shall submit to the committee a request to adopt the alternate materials for his sections of that course.
 - b. Upon approval by the committee, requests for adoption will be submitted to the head of the department for approval. Upon approval by the head of the department, a "Textbook Change and Approval" form shall be completed and forwarded to the Vice President-Instruction. Upon approval by the Vice President-Instruction, a copy of this form will be forwarded to the College Bookstore. The Office of Instruction will then update its master textbook file.
 - c. If a proposed adoption is disapproved by either the head of the department or the Vice President-Instruction, that person will communicate the reasons for disapproval to the originator(s) of the request. A disapproval by the head of the department may be appealed to the Vice President-Instruction.
 - d. Whenever the same textbook or materials is used in more than one course, it must be adopted for each course. The normal minimum period of adoption for required materials shall be two years.

2. Cancellation

Whenever a decision is made to discontinue use of a currently adopted textbook, cancellation is necessary (whether or not a replacement is anticipated). Upon the approval of a recommended cancellation by the head of the department head, a "Textbook Change and Approval" form shall be completed and forwarded to the Office of Instruction for approval. Upon approval by the Vice President-Instruction, a copy of this form will be forwarded to the College Bookstore. The Office of Instruction will then update its master textbook file. Upon disapproval, the same procedure will be followed as specified above in Item 1-c.

3. Changes in Edition

Whenever the faculty teaching a given course wish to use a new or revised edition of a currently adopted textbook, they must cancel the old and adopt the new edition according to the adoption and cancellation procedures outlined above in Items 1 and 2.

4. Time Schedule

- a. Text buyers will visit Heads of Departments during the first week of October.
- b. Text buyers will visit Heads of Departments during the second week of March.

The deadlines for submitting requests to the College Bookstore for the adoption and cancellation of textbooks are:

- a. Fourth Thursday in October for Spring Semester
- b. Last Thursday in March for Summer Session
- c. Last Thursday in April for Fall Semester

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