TEXTBOOK SELECTION

Textbook selection is considered of prime importance to the total effectiveness of the College instructional program. The responsibility for this selection rests with the College Faculty who shall make recommendations for adoption to the Academic Deans. Since an effective and functional system of textbook selection is essential to the institution, the following procedure will be followed when adopting new textbooks:

1. The instructor will have primary responsibility for textbook selection in his/her subject area.
   
   A. If there are two or more instructors teaching the same course, they will agree on a standard text or texts to be used in all sections of the class. Exceptions to this policy may be made at the discretion of the Vice President of Instruction.
   
   B. Every effort should be made to select a text which will be used for at least two (2) years.
   
   C. Supporting reasons in writing must be presented to the Academic Dean for approval if a text is to be changed before the suggested two-year period.
   
   D. Each course will have identified the standard work which is the basis for the instruction. The material(s) so identified will be referred to as the course text and may be hard cover or paperback. All other materials shall be considered supplementary.

2. All recommendations of course material for adoption will be channeled through the Academic Deans.

3. The Bookstore Manager will work with the Academic Deans in determining the dates for book orders and book returns.

   A. Forms for book orders and returns will be supplied to each Academic Dean.

   B. Receipt of books and title changes can be promised only if specified deadline dates are met in submitting orders and returns information.

(Adopted by the Board of Trustees 3-28-67; Revised 4-26-71; 7-26-71; 11-22-99)