

Orangeburg-Calhoun Technical College

Statement of Procedure

Title: Textbook Adoption and Control

Number: 7.004.01

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Department of
Responsibility: Vice President for Business Affairs

Authorization:

President

Date Approved: November 16, 2004

Last Revised: August 10, 2021

Last Reviewed: August 2, 2016

I. Purpose

To define and establish procedures for textbook adoption and the control of complimentary and desk copies of textbooks by instructional personnel.

II. Procedures

A. Definition of Terms:

Desk Copy: The term desk copy used in reference to textbooks at Orangeburg-Calhoun Technical College is defined as those textbooks which are or have been on the official college adoption list, and are in or have been in the possession of faculty member in order to facilitate the instructional process. These desk copies are considered to be the property of Orangeburg-Calhoun Technical College.

Complimentary Copies: The term complimentary copies in reference to textbooks at Orangeburg-Calhoun Technical College is used to designate textbooks received by individual faculty members free of charge from publishers but which have not yet been selected for adoption by the college. These complimentary textbooks are considered to be the personal property of individual faculty members. Faculty complimentary copies will not be requested or received from publishers by the bookstore. They are for instructional use only and should not be sold.

B. Control of Desk Copies:

Desk copies will not be furnished by the bookstore unless they are charged to the appropriate department's budget. These purchases must be approved by the Department Dean prior to purchase.

Upon receipt of a replacement copy from the Publisher, the department may return the book to the bookstore within a reasonable time and credit will be issued to the

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department.

The individual faculty members will make disposition of excess desk copies of textbooks in accordance with the procedure below.

C. Disposition of Desk Copies:

When desk copies are in excess to the needs of a department or when the text is no longer on the adoption list, they will be disposed of or retained by individual faculty members for reference purposes.

D. Textbook Adoption for Credit Courses

Textbooks will normally be adopted for a period of three (3) years unless approved by the Department Dean.

When an adopted textbook transitions into a new edition, the department will have the opportunity to change its adoption.

Changes to the adopted textbooks may be made for academic reasons or in extenuating circumstances with the approval of the Vice President for Academic Affairs.

If adopted textbooks are dropped before the end of the three-year cycle and can be returned to the publisher, freight, as well as any other expense involved, may be charged to the department. However, if the books cannot be returned to the publisher, the department may also be charged for the unused books.