

SUL ROSS STATE UNIVERSITY

A Member of the Texas State University System

SRSU Policy: Textbooks

SRSU Policy ID: APM 3.09

Policy Reviewed by: Executive Cabinet

Approval Authority: Provost

Approval Date: October 1, 2025

Next Review Date: October 1, 2030

- A. Departmental representatives for all textbook matters for each academic department will be the Department Chair or the Chair's designated faculty alternate in his/her absence. The Chair will maintain a record of all course material adoptions by faculty in their department and make this record available to the College Dean upon request.
- B. The Course Materials Market Manager, or Bookstore Manager in his/her absence, will be the official representative of the Bookstore. Faculty members having specific questions concerning their texts should contact the Bookstore representative.
- C. A textbook shall be defined as any book which has been adopted and is required for use by students in a given course and in any given semester. All required textbooks are included in the equitable access (EA) program. Books or other course materials which may be recommended but are not required are not included in the EA program.
- D. The University strongly encourages the adoption of open educational resources (OER). OER are learning, teaching, and research materials in any format and medium that reside in the public domain or are under copyright that have been released under an open license, that permit no-cost access, re-use, repurpose, adaptation, and redistribution by others. Open license refers to a license that respects the intellectual property rights of the copyright owner and provides permissions granting the public the rights to access, re-use, repurpose, adapt, and redistribute educational materials.

Benefits of OER include cost savings for students and the University by providing free alternatives to expensive textbooks and resources; customization as educators can adapt OER to fit specific teaching needs, allowing for personalized learning experiences, and collaboration as educators can share resources and best practices, enhancing the overall quality of education.
- E. Each faculty member will submit electronic textbook requisitions using Follett Discover Tool or to the Course Materials Market Manager by the Bookstore deadline for each term.

- F. The Bookstore representative will order according to the number of students registered in each course as provided by the Student Information System (SIS). Classes which are canceled will be reported to the Bookstore representative via SIS on the 12th class day.
- G. Faculty members should instruct students who are not participating in the EA program to purchase their texts at the beginning of the semester. Any unsold physical texts which will not be used again will be returned to the publisher three weeks after late registration closes.
- H. Publishers do not provide the Bookstore with desk copies to distribute free of charge, nor do most publishers allow bookstores to order desk copies. Faculty members should acquire desk copies directly from the publisher or purchase copies from the Bookstore.