



**THE UNIVERSITY of  
NEW ORLEANS**

**ADMINISTERED BY: Office of  
Provost and Senior Vice President  
for Academic Affairs**

**Policy No:** AP-AA-15.3  
**TITLE:** Textbook Adoption & Procurement  
**EFFECTIVE DATE:** July 11, 2012\*  
(\*Policy Revised, See below)  
**CANCELLATION:**  
**REVIEW DATE:** Spring 2020

#### **AUTHORITY**

*Part Two, Chapter IV, Section XIII of the Bylaws and Rules of the University of Louisiana System.  
University of Louisiana System Policy and Procedure Memorandum FB-IV.XIII.-1a (Textbook Adoption).*

#### **GENERAL POLICY**

1. The UNO Bookstore shall provide all course materials required for purchase at the University, and in so doing, shall foster harmonious relationships among faculty, students and Bookstore personnel.
2. Faculty are encouraged to seek out open educational resources for use as classroom textbooks.
3. All course materials used in a course, whether required or recommended, must be approved by the department chair (and when appropriate by the university president and/or University of Louisiana system)

#### **PROCEDURE**

1. The Chair or appointed textbook coordinator of each department shall be responsible for:
  - a) Transmitting to the Bookstore, for each fall and spring semester and summer term, at a date to be announced by the University of New Orleans (UNO) Bookstore, all course requirements and recommendations. Each request will include the Chair's best estimate of enrollment based on the data available. Seating capacity is not an acceptable estimate for class enrollments. Each request will also include course particulars such as distance learning, week-long workshops, mini-session and other non-traditional course formats. If extraneous factors dictate a substantial change, a brief justification should be incorporated in the body of the request.
  - b) Disseminating to department faculty Bookstore information relevant to the acquisition process.
  - c) Disseminating to department faculty UNO Library information relevant to

Open Educational Resources: <http://libguides.uno.edu/oer>.

- d) Consulting with Bookstore textbook personnel before considering new adoptions to determine the availability of considered titles and the effect publisher policy may have on departmental sections. Prior knowledge of potential problems may suggest a change of title. The university recognizes the importance of academic freedom and pedagogical choice.
- e) Informing the Bookstore at the earliest possible moment when class registration exceeds estimates so that supplementary orders can be placed without delay. Precise enrollment data should be provided. Expedited shipments may be requested at the department's expense for over-enrollment situations.
- f) Assuring the book cancellations are made as soon as they become known to a department.

2. The Bookstore shall be responsible for:

- a) Reviewing in a timely manner course requirements and recommendations received from academic departments and placing orders to textbook wholesale house and publishers. Emphasis will be placed on obtaining used textbooks through used book dealers and UNO's textbook buyback program to keep book prices as affordable as possible for the students.
- b) Providing to academic departments, upon their request, the quantity of books expected to be available.
- c) Working with the Library to provide a list of assigned course texts so that electronic versions can be purchased/licensed by the Library for student use when feasible.
- d) Maintaining regular communication with department chair or coordinators, giving special attention to notifications from publishers which affect textbook availability. Also maintaining close working relationships with textbook publisher representatives to troubleshoot any problems affecting textbook availability.
- e) Ordering substitutions or additional requirements promptly when enrollment exceeds estimates or when a department has decided to add additional course material requirements after classes have begun. Priority will be given to those departments who submitted their adoptions by the published deadline dates.
- f) Posting course material requirements on the university web site at least 45 days prior to the start of a semester (to the maximum extent practicable) in compliance with UL System PPM F-B IV.XIII.-1a, House Resolution 170 and Senate Resolution 179 of the 2008 Regular Session of the Legislature and the Federal Higher Education Opportunity Act.

3. General guidelines, policies and procedures concerning textbook adoptions:

- a) If Departmental changes to textbook adoptions are made once the ordering process has been initiated or textbook buybacks have begun, the department may incur expenses associated with publisher penalties, freight and non-returnable inventory.
- a) The university should not sustain financial loss on UNO faculty authored course adoptions. Faculty members cannot require/demand the bookstore to sell only new textbooks nor can they require/demand students to purchase only new textbooks.
- b) Departments are encouraged to use the same course materials for courses with multiple sections.
- c) Publisher incentives to departments or individual faculty members must be reviewed at the Dean's level prior to submission to the Vice President of Financial Services for final written approval. Publisher incentives may include, but are not necessarily limited to, monetary contributions, computer equipment, classroom equipment, personal enticements and gifts.
- d) The President's Office has the sole authority to sign and approve any contract or agreement for textbooks or course materials that are customized (bundled by author or managed by a publisher) for use only at UNO.
- e) All adoption forms must be submitted to the UNO Bookstore. The UNO Bookstore will be responsible for disseminating this information to other local bookstores upon their request. This will be done within accordance of the guidelines of the Louisiana Freedom of Information Act.
- f) Departments are encouraged to follow up with the bookstore to confirm that all adoptions were received and processed by the bookstore personnel. This should be done three to four weeks after the adoption deadline date for each semester. The bookstore will in turn provide a listing of all adoptions received from the department. This will insure that the bookstore has complete and accurate information prior to placing orders and buybacks.

4. Royalties from use of textbooks or other materials in the classroom

- a) Compliance with the Louisiana Code of Ethics must be evident and documented when a faculty member chooses to adopt their own publication(s). Furthermore, pursuant to state law, no faculty member shall receive royalties from the sale of textbooks or other materials assigned to students by him/her or through a process in which he/she participates as an employee of the University of New Orleans
- b) The faculty member should arrange with his/her publisher for the royalties from such textbooks or other materials to be donated directly by the publisher to the University of New Orleans to be used as designated by the author (e.g., into a department restricted fund, University scholarship, etc.). Royalties may not be deposited into

individual faculty account or accounts controlled by the faculty member.

- c) If the publisher is unable or unwilling to identify the royalties from such textbooks, or other materials, the faculty member must make a reasonable estimate of the royalties from such textbooks or other materials and arrange for the publisher to directly donate such royalties to the University of New Orleans, to be used as designated by the author (e.g., department restricted fund, University scholarship, etc.). Royalties may not be deposited into individual faculty account or accounts controlled by the faculty member
- d) The bookstore shall not provide any royalties to the author for "Special textbooks", including bundled teaching material and textbooks customized for use only at the University of New Orleans, or self-published textbooks. The bookstore shall price such textbook or other material at cost.
- e) In no case should the faculty member permit himself/herself to receive such royalties. If found non-compliant, authors will be referred to the Ethics Administration Board.
- f) The President of the University of New Orleans, under special circumstance, may grant for payment of royalties to author. Application for such exemption, including appropriate justifications, must be filed by the author 60 working days in advance of the use of the textbook or other material in the classroom.
- g) All materials written by UNO employees intended for sale or classroom use should be reported on Outside Employment Disclosure Form.

5. The Bookstore Advisory Group shall be responsible for monitoring this policy.

- a) The Bookstore Advisory Group is composed of six members of the faculty, three students, the Bookstore Manager, and the Assistant Vice President for Financial Services, who serves as its chair. Advisory Group members are appointed by the President and the Group is charged with making recommendations to the President relative to Bookstore operations.



John W. Nicklow  
President  
University of New Orleans

*\*Policy Updates:  
Revision: 5/3/2017*