UNIVERSITY OF CENTRAL OKLAHOMA

Policy ID:	ADM-ACD-2 Minor Revision 6 Status: C
Title:	Instructional Material Policy
Description:	This policy shall meet the requirements of Oklahoma Statute Sections 3241.1 and 3241.2 of Title 70.
Category:	Academic Affairs
Applies to:	Staff,Faculty,Department
Contact:	Academic Policy
Purpose:	This policy shall meet the requirements of Oklahoma Statute Sections 3241.1 and 3241.2 of Title 70. Nothing in this policy shall be construed to alter or change in any way the intent and impact of that law. The following policy is taken directly from that law and may not be altered unless amendments are made to that law.

Policy Statement:

1. All contracted provider bookstores of instructional material to University students shall:

a. provide students with the option of purchasing instructional material that are unbundled when possible, disclose to faculty and staff the costs to students of purchasing instructional material and disclose publicly how new editions vary from previous editions,

b. actively promote and publicize book buy-back programs,

c. disclose retail costs for instructional material on a per-course basis to faculty and staff and make this information publicly available.

2. University faculty and staff members shall consider the least costly practices in assigning instructional material for a course as described in §3241.2 of Title 70.

3. The University shall work with and seek input from representatives from faculty, students, publishers and contracted provider bookstores in the development and amendment of instructional material policies.

4. Each publisher of instructional material used by the students enrolled at University shall make available to the faculty and staff of University:

a. the price at which the publisher will make the instructional material available to all contracted provider bookstores of those materials,

b. a list of the revisions for the instructional material since the last published edition, if any.

5. No employee or department at University shall demand or receive any payment, loan, subscription, advance, deposit of money, services or anything, present or promised, as an inducement for requiring students enrolled at University to purchase specific textbooks or instructional material required for coursework or instruction. An employee or department *may* receive:

a. sample copies of textbooks or instructional material, instructor copies of textbooks or instructional material, or other instructional material, that are not to be sold by faculty, staff, or bookstores

b. royalties or other compensation from sales of textbooks or instructional materials that include the writing or work of the employee,

c. honoraria for academic peer review of instructional material,

d. training in the use of the instructional material and technologies.

6. No instructional material vendor or bookstores which contract with the institution to provide bookstore services shall solicit higher education faculty and staff members for the purpose of selling free review instructional materials that have been provided by a publisher at no charge to the faculty or staff. Bookstores shall not permit book wholesalers conducting buybacks on campus to accept review instructional material from faculty, staff or those acting on behalf of faculty or staff. No bookstore shall engage in any trade of instructional material marked as or identified as free review instructional material.

7. This policy is effective immediately and shall apply campus-wide, and shall be included in both the Faculty Handbook and the Employee Handbook.

Glossary of Terms:	
Legal Citation:	Oklahoma Statute Sections 3241.1 and 3241.2 of Title 70
Campus Links:	
FAQs:	
Formerly known as:	
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Effective date:	03/11/2008
Keyword(s):	instructional, material, bookstores, book, publisher
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