



# ADMINISTRATIVE PROCEDURES

No. 404.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## PROCEDURES FOR TEXTBOOK SELECTION

Administrative Procedures for the Mendocino College Textbook Policy shall be administered under the authority of the Executive Vice President of Education and Student Services.

### 1. SELECTION

#### 1.1 REQUIRED TEXTBOOKS

1.1.1 Textbook selections support the content of each course as reflected in its official course outline. Textbooks include printed books, open source materials, e-books, and duplicated materials. Where possible, like textbooks should be used for each class section offered at all locations within the college district. Textbooks required for classroom use are adopted and used for a two-year period. Adopted book selections determined to be inappropriate may be changed before the expiration of the two-year period subject to the following guidelines:

- Textbook selections for a course shall be recommended jointly by all Full-Time Instructors in the subject field in consultation with appropriate Part-Time Faculty. Recommendations for textbook changes shall be made cooperatively by full-time faculty working in consultation with other appropriate faculty, and forwarded to the appropriate Administrator. For courses where no Full-Time Instructor is assigned, a Part-Time Instructor may be asked to recommend a text to the appropriate Administrator.
- Textbook changes associated with substantive course content changes and outline modifications will become part of the normal curriculum development and Curriculum Committee approval process.
- Textbook changes that are not associated with substantive course content changes and outline modifications do not require Curriculum Committee approval.

1.1.2 Textbook selection should be based on consideration of the following criteria:

- College grade level readability.
- Student learning outcomes (supports the attainment of student learning outcomes).
- Bias-Free (job designation; sex-role stereotyping; age discrimination; racial, ethnic, and/or religious bias; all other discriminatory characteristics).
- Accuracy (factual, up-to-date; sufficiently detailed to minimize misinterpretation).
- Appropriateness and versatility (appropriate to learners with varying levels of maturity; suitable for a variety of learning environments; language and/or visuals are easy to understand, challenging, but not beyond ability of learner; important and relevant to subject matter area).
- Verbal and visual effectiveness (attractively designed; logical development of ideas; stimulating; develops critical thought and creativity).
- Cost (available at a cost commensurate with value and probable use, based on comparable texts).

## 1.2 SUPPLEMENTAL TEXTBOOKS

- 1.2.1 In courses which require extensive reading from several sources, a list of supplemental textbooks may be developed by instructors teaching those courses.
- 1.2.2 Instructors shall coordinate the procurement of specific supplemental textbooks with the Vendor.
- 1.2.3 When supplemental textbooks are used, the course syllabus shall indicate that supplemental textbooks are not required to be purchased by students, and that their use will not have any bearing on the determination of a final grade in the course.

## 2. ORDERING

The Instruction Office will provide the Vendor with a data base of classes and instructors by established deadlines. The Vendor will generate textbook order forms (either hard copy or electronically) and contact instructors regarding their textbook orders. Part-Time Faculty book orders will be reviewed and signed by the Full-Time Faculty in the discipline, or, in cases where there is no Full-Time Faculty, by the appropriate Administrator. All book orders will be reviewed and signed by the appropriate Administrator and forwarded to the Vendor.

The Vendor will inform the Instruction Office, Willits or Lakeport Centers, and appropriate Faculty, of new editions, out-of-print availability, and other pertinent topics in a timely manner.

## 3. DESK COPIES

Desk copies should be ordered directly from the publisher by Faculty. Alternatively, Faculty may purchase a copy of the textbook from the Vendor.

In cases of emergency, the Faculty may request a temporary copy of the textbook from the Vendor. It is the responsibility of the Faculty member to return such temporary copies in equivalent saleable condition to Vendor, or to reimburse the Vendor for all temporary desk copies not returned in saleable condition.

The Instruction Office and the College Centers will generate purchase orders necessary to repay the Vendor for all temporary desk copies not returned in saleable condition or reimbursed by the instructor.

## 4. EXAMINATION/REVIEW COPIES

It is the responsibility of the instructor to initiate contact with publishers to obtain examination/review textbook copies (allowing 6-8 weeks for delivery).

## 5. COPYRIGHTED MATERIALS

District employees shall follow all applicable copyright laws affecting the use of textbooks and other classroom materials.

*Adopted: April 7, 1993*

*Revised: November 29, 2012*