

Policy Procedure: Textbooks

Procedure Number: 213P

Contact Information: Academic Dean

Forms:

Last Reviewed Date: 06/24/2021

1. Each academic dean or designee is responsible for ordering the textbooks and materials for each course and for adhering to reasonable standards of cost. The division dean/designee will submit orders for textbooks and materials directly to the appropriate campus bookstore. Copies of textbook orders sent to the bookstore should be maintained in the division office or NOVA Online for two years or according to the state records retention policy.
2. Desk copies of textbooks for faculty members will be ordered directly from the publisher by each division dean. If a publisher does not provide desk copies of textbooks, the division dean should place an order for the number of textbook copies required for the faculty in that division. These books will then be issued to the division for use by the faculty member. The cost of these textbooks shall be charged to the appropriate division.
3. Faculty members shall notify and receive approval in writing from their division dean before requiring students to purchase books or instructional materials in which the faculty member holds property rights.
4. Instructional materials produced by a faculty member either directly or through College Print Services, "vanity press" or similar, must be made available to students at cost.