

3358:11-2-61 Textbook selection procedures policy.

- (A) Purpose. Pursuant to section 3345.025 of the Revised Code, a textbook and other instructional material decision is made by the department chair, after such decision is informed by the faculty member teaching the course or by a committee composed of faculty teaching a course. When possible there should be one set of educational materials per course for use in all sections of that course. This may be waived for college credit plus program or use of open education resources. Faculty are responsible for providing timely, accurate information to the department chair. The department chair will facilitate and ensure faculty and the department comply with this rule.
- (B) In the selection of the textbook and classroom materials, the department is encouraged to:
 - (1) Strive to find cost-effective ways for students to access materials from the first day of class;
 - (2) Review and consider the adoption of open educational resources including cost-free, online textbooks and materials;
 - (3) Consider required textbooks and other educational materials, which allow for resale and reuse;
 - (4) Select textbooks and other course materials that comply with Americans with Disabilities Act requirements and other pertinent regulations;
 - (5) Limit the use of new edition textbooks when previous editions do not significantly differ in a substantive way; and,
 - (6) Contribute one complimentary copy of a textbook from the textbook publisher to the campus library reserve desk, when possible, so that students in the class may benefit from access to these resources;
- (C) Departments should strive to maintain the highest quality of course materials and minimize the cost to students. To make textbooks more affordable, accurate course material information should be provided to allow students to pursue used, rental or electronic versions of textbooks.
- (D) In the event that an instructor wishes to utilize a textbook or other material, which is authored by the instructor and the sale of which results in a royalty being paid to the instructor, then such textbook/material may only be

selected, if a majority of the other department faculty, the department chair and dean agree the textbook or material are the best fit and value for the students. In the instance where the faculty author is the only full-time faculty member within the department, the department chair must approve the use of the textbook or other material authored by the instructor. The sale of such items cannot be conducted directly between a faculty member and a student.

- (E) A complimentary textbook received by faculty or an employee because of employment at Owens community college, whether such book is requested or not, shall not be sold. Contact the department chair to dispose of an old or unused textbook.
- (F) Implementation. The chief academic officer will implement procedures, guidelines, and forms, which are consistent with the provisions of this rule.
- (G) Textbooks must be selected by the first day of course registration. If the textbooks and course materials are not selected by the first day of course registration, the materials from the prior semester will be assigned. This applies to the same edition of the textbook, not simply the same title. Textbooks for courses cannot be changed after the first day of registration unless the textbook is discontinued.

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