



NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

TITLE: Textbook Affordability	NUMBER: TL 16.00
AUTHORITY: Florida Statutes: FS 1004.085 State Board Rule: SBR 6A-14.092	SEE ALSO: •
DATE ADOPTED: 03/09 REVISED: 05/13; 09/16; 03/19	BOARD SECRETARY: 

PURPOSE OF POLICY

To provide guidelines for the evaluation and adoption of textbooks; to allow for negotiation with vendors; and to provide for the ability to publish listings of required textbooks prior to the beginning of the term to enable students to shop for the lowest cost textbooks

LOCAL LANGUAGE

~~Pursuant to Florida Statute FS 1004.085~~, Northwest Florida (~~NWF~~) State College employees may not demand or receive any payment, loan, subscription, advance, deposit of money, service, or anything of value, present or promised, in exchange for requiring students to purchase a specific textbook or instructional material for coursework or instruction.

An employee may receive:

- Sample copies, instructor copies, or instructional materials. These materials may not be sold for any type of compensation if they are specifically marked as free samples not for resale.
- Royalties or other compensation from sales of textbooks or instructional materials that include the instructor's own writing or work when the writing or work is completed outside of the scope of the employee's work, responsibilities, and duties at the College and outside of the College's operational hours.
- Honoraria for academic peer review of course materials when the writing or work is completed outside of the scope of the employee's work, responsibilities, and duties at the College and outside of the College's operational hours.
- Fees associated with activities such as reviewing, critiquing, or preparing support materials for textbooks or instructional materials pursuant to guidelines adopted by the State Board of Education ~~or the Board of Governors~~ when the writing or work is completed outside of the scope of the employee's work, responsibilities, and duties at the College and outside of the College's operational hours.

- Training in the use of course materials and learning technologies.

The Board shall, each semester, examine the cost of textbooks and instructional materials by course and course section for all general education courses offered at the institution to identify any variance in the cost of textbooks and instructional materials among different sections of the same course and the percentage of textbooks and instructional materials that remain in use for more than one term. Courses that have a wide variance in costs among sections or that have frequent changes in textbook and instructional materials selections shall be identified and a list of such courses sent to the appropriate academic department chair for review.

~~NWF State~~The College shall post prominently in the course registration system and on its website, as early as is feasible, but at least 45 days before the first day of class for each term, a hyperlink to lists of required and recommended textbooks and instructional materials for at least 95 percent of all courses and course sections offered at the institution during the upcoming term. The lists must include the International Standard Book Number (ISBN) for each required and recommended textbook and instructional material or other identifying information, which must include, at a minimum, all of the following: the title, all authors listed, publishers, edition number, copyright date, published date, and other relevant information necessary to identify the specific textbooks or instructional materials required and recommended for each course. The State Board of Education ~~and the Board of Governors~~ shall include in the policies, procedures, and guidelines adopted under subsection (7) certain limited exceptions to this notification requirement for classes added after the notification deadline.

The ~~NWF State College~~ Board of Trustees shall report, by September 30th of each year to the Chancellor of the Florida College System the textbook and instructional materials selection process for general education courses with a wide cost variance identified pursuant to subsection (4) and high-enrollment courses; specific initiatives of the institution designed to reduce the costs of textbooks and instructional materials; policies implemented in accordance with subsection (6); the number of courses and course sections that were not able to meet the textbook and instructional materials posting deadline for the previous academic year; and any additional information determined by the chancellors. By November 1st of each year, the Chancellor shall provide a summary of the information provided by institutions to the State Board of Education.