



Ohio Administrative Code Rule 3358:5-7-13 Textbook purchasing policy.

Effective: February 20, 2024

(A) Selection procedure

- (1) Textbooks will be adopted and ordered via the approved vendor. All textbook adoptions shall be posted in accordance with the approved vendors timelines.
- (2) Lead faculty members, in consultation with discipline faculty, will make textbook recommendations to coordinators for each course.
- (3) Upon adoption of a textbook, the textbook shall remain in use for not less than two academic years.
- (4) Faculty shall make every effort to adopt textbooks that provide students with multiple purchasing options to decrease student cost. These options may include, but are not limited to, e-books, rentals, loose leaf editions, and open educational resources (OERs).
- (5) Faculty members shall make every effort to use all items contained in textbook/resource bundles.
- (6) Faculty may not directly sell or rent textbooks to students.
- (7) Textbook adoptions will be made in accordance with Clark states teaching and learning principles and best practices within each discipline.
- (8) To utilize a textbook or other material which is authored by faculty and the sale of which results in a royalty being paid to the faculty member, then the textbook/material may only be adopted if a majority of the other discipline faculty consent to the use of the textbook or material. In instances where the faculty author is the only full-time faculty member within a discipline, the division dean must approve the use of the textbook or other material authored by the faculty member.



(9) In accordance with HB 110 and section 733.20 of the Revised Code, if textbooks and/or course materials are not selected by the first day of class registration, then the faculty member is deemed to have selected identical materials (i.e., same title and edition) from the prior semester offering of the course.

(B) Discontinuance policy

(1) All textbook adoptions shall remain in use for no less than two academic years. If this is not possible due to an urgent or unavoidable issue, permission for a new adoption must be granted by the faculty members academic/division dean.

(2) Faculty members may not require students to purchase additional textbook materials and/or bundles that have not been preapproved for the course.

(3) No new textbook adoptions shall be permitted mid-year, without the approval of the faculty members academic/division dean. Textbook edition changes may be permitted mid-year.

(4) Faculty may not sell faculty textbook copies to book buyers.