



Ohio Administrative Code Rule 3339-10-04 Textbook policy.

Effective: December 6, 2018

(A) Policy

The selection and adoption of textbooks and/or course materials are an academic departmental responsibility. Academic departments are encouraged to adopt the most appropriate and highest quality textbook for presenting course content and accomplishing course objectives. However, to maintain our goal of higher education access and affordability for our students and to comply with the Ohio department of higher education statutory requirements, academic departments are also encouraged to take into consideration the cost and expense of the textbook and other materials for the student taking the course when making adoption decisions.

Academic departments should strive to make selections for required textbooks and supplemental materials in a timely manner to ensure that sufficient quantities of textbooks and supplemental materials are available to meet the needs of students and to assist students in being responsible consumers.

Before each upcoming academic term, the office of the provost shall partner with the university bookstore to make publicly accessible the following information for each upcoming academic term:

(1) The international standard book number and retail price information of required and recommended textbooks and supplemental materials for each course listed in the course schedule; and

(2) The expected number of students enrolled in each course and the maximum student enrollment for the course.

The office of the provost, in consultation with the university bookstore, shall communicate to the deans, department chairs, program directors, and regional campus coordinators the date by which their textbook information is to be provided to the university bookstore.



The textbook information provided to the university bookstore shall be published on the university bookstore website and shall be made readily accessible through a link from the university's on-line course registration system.

If the international standard book number is not available, then the author, title, publisher, and copyright date for such college textbook or supplemental material will be published. If the university bookstore determines that the disclosure of the information required by this policy is not practicable for a college textbook or supplemental material, then it will place the designation to be determined in lieu of the information required.

(B) Use of self-authored material

In the event that an instructor wishes to utilize a commercial textbook(s) 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 required by the instructor if:

- (1) The instructor's chair or program director and dean have consented to the use of the textbook/material; or
- (2) The majority of faculty within the instructor's department has voted to permit the instructor's use of the commercial textbook/material in the instructor's class. Sales of such items cannot be conducted directly between a faculty member and a student.

(C) Departmental responsibilities

- (1) The information referenced above will be made available by academic departments and programs each academic term to the university bookstore on or before a date specified by the office of the provost. The academic departments and programs will endeavor to ensure that the information provided to the university bookstore is in an acceptable format so as to avoid unnecessary orders and returns by the university bookstore.
- (2) Unless the academic department has made other arrangements, it is the responsibility of each



individual instructor to secure his or her own desk copies of textbooks.

(3) Each academic department or program and regional campus coordinator should designate a person to act as its representative with the university bookstore and should inform the bookstore of the name of the designated person.

(4) To the extent possible, the university bookstore should be notified of increased enrollments of scheduled course sections and/or of additional course sections to be offered.

(5) Following the submission to the university bookstore of textbook lists for the upcoming academic term, instructors are expected to use the textbooks specified for that term.

(D) Additional bookstore responsibilities

The university bookstore is responsible for disseminating information to students regarding:

(1) Available institutional programs for renting textbooks or for purchasing used textbooks;

(2) Available institutional guaranteed textbook buy-back programs, if any;

(3) Available institutional alternative content delivery programs; or

(4) Other available institutional cost-saving strategies.