

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 1167

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PROCEDURE TITLE: Textbook Affordability

STATUTORY REFERENCE: FLORIDA STATUTES 1004.085 AND HIGHER EDUCATION OPPORTUNITY ACT H.R. 4137

BASED ON POLICY: I-13 Textbook Affordability

EFFECTIVE DATE: October 12, 2010

LAST REVISION DATE: May 8, 2017

LAST REVIEW DATE: May 8, 2017

I. PURPOSE

To provide guidelines in compliance with federal, state law and the UFMDC collective bargaining agreement to minimize the cost of textbooks and to address the need to make required textbooks available to students who otherwise are unable to afford them while maintaining the quality of education and academic freedom.

II. PROCEDURE

A. Book Orders

1. Per Article 20 of the collective bargaining agreement, faculty will provide their selections of materials each term to their chairperson by the established deadline. In the event this deadline is not adhered to, the textbook in current use will be re-ordered.
2. Prior to submitting book orders, whenever feasible Business Affairs will negotiate pricing with book publishing representatives for materials ordered in high volume and/or for use on multiple campuses.
3. Results of volume pricing agreements will be shared with the bookstore vendor. Ordered materials will be priced consistently across all MDC bookstores.
4. In accordance with current Florida statutes, written or electronically transmitted confirmation from course instructors shall be collected and maintained attesting that all textbooks and other instructional items ordered will be used, particularly each individual item sold as part of a bundled package, before orders are finalized and submitted by the Chair.

5. Book orders will be placed by the College with the bookstore vendor no later than sixty (60) days prior to the first day of classes to allow sufficient lead time to the bookstore to work with publishers, so as to confirm availability of the requested materials and to ensure maximum availability of used books.
6. Where courses are added after this sixty (60) day deadline, textbooks for such courses shall be ordered as soon as feasible to ensure sufficient lead time for ordering and delivery.
7. The bookstore vendor will confirm to the College the availability of all materials ordered with sufficient time for adjustments to be made when materials are not available so that materials are available by the first day of classes.

B. Posting of Required and Supplemental Materials

1. The College will post textbook and supplemental material information on their website no later than forty-five (45) days prior to the first day of classes each term.
2. Where courses are added or instructors changed after this forty-five (45) day deadline, book information will be posted as soon as the information becomes available.
3. Textbook information posted will include the International Standard Book Number (ISBN) for each required textbook or other identifying information, which shall include no less than:
 - a. The title;
 - b. All authors;
 - c. Publishers;
 - d. Edition number;
 - e. Copyright date;
 - f. Published date; and
 - g. Any further relevant information necessary to identify the material.

C. Book Adoptions/Selections

1. Book adoptions will be completed in accordance with Article 20 of the collective bargaining agreement which is in alignment with federal and state law.
2. In accordance with current Florida Statutes, each department will maintain documentation of the book adoption process including: date of the adoption, and the ultimate adoption results.

D. Compensation

1. Should royalties be paid to a School/Department as a result of creating a customized text, said royalties may only be used for student scholarships.

2. An employee may receive:
 - a. Sample copies; instructor copies; or instructional materials.
 - b. Royalties or other compensation from sales of textbooks that include the instructor's own writing or work.
 - c. Honoraria for academic peer review of course materials.
 - d. Fees associated with activities such as reviewing, critiquing, or preparing support materials for textbooks pursuant to guidelines adopted by the State Board of Education or the Board of Governors.
 - e. Training in the use of course materials and learning technologies.
 3. Employees should refer to and must abide by the college's Conflict of Interest and Code of Ethics Policy Number II-23.
- E. Used Books
1. Whenever feasible, the bookstore vendor will make available to students used books that are listed as required or supplemental material for a course.
 2. Used books will be priced consistently across all MDC bookstores.
- F. Book Buy Back
- The bookstore vendor will provide information to students on their policies and procedures for participation in the book buy back program. Buyback prices will be consistent across all MDC bookstores.
- G. Bundling and Unbundling of College Textbooks from Supplemental materials
1. Publishers who sell a college textbook and any supplemental material accompanying such college textbook as a single bundle shall also make available the college textbook and each supplemental material as separate and unbundled items, each separately priced.
 2. The bookstore vendor will provide both the bundled and unbundled items for students to purchase.
- H. Publishing Companies/Publisher Representatives
1. Shall provide the Office of Business Affairs with contact information to facilitate negotiations of volume pricing.
 2. Shall provide to Legal Affairs copies of any agreements to publish materials for Miami Dade College. Any such agreements shall be in accordance with Miami Dade College policies and procedures.
 3. In accordance with current Florida Statutes, shall provide faculty selecting course materials at Miami Dade College written information concerning: (1) the price the publisher would charge for such items to the bookstore associated with such institution

and, if available, the price the publisher charges the public; (2) the copyright dates of the three previous editions of such textbooks; (3) substantial revisions to such items; and (4) whether such items are available in alternative formats, including paperback, unbound, open access, and e-books, etc. and the price the publisher would charge the bookstore and, if available, the price the publisher charges the public, for items in those formats.

I. Students Otherwise Unable to Afford the Cost of Books


1. Students will be encouraged to complete the online Free Application for Federal Student Aid (FAFSA) form to determine their eligibility for financial aid, including book loans.
2. The College will make available to the bookstore vendor the recipients of book advances so books may be purchased by the students as soon as feasible.
3. Students who are not eligible for book loans and otherwise unable to afford the cost of books shall be directed to the Dean of Students, who will have access to a limited number of book vouchers that may be provided to students in need.
4. During new student orientation, the College will provide students with information on the provisions of the textbook affordability procedure.

J. Data Requirements

1. Upon request, the bookstore vendor shall provide to the College's Office of Institutional Effectiveness the data necessary to comply with state and federal reporting requirements. Data will include but not be limited to the following:
 - a. Confirmation of ISBN numbers or other identifying information such as author, title, edition, and publisher;
 - b. Availability of used books by term, by campus, and discipline;
 - c. Information on items ordered but not sold;
 - d. Information on buy back pricing and volume;
 - e. Information on bundles ordered and sold;
 - f. Information on changes to book editions;
 - g. Information of the use of book loans; and
 - h. Information on the use of book vouchers distributed by the Dean of Students.
2. The College will maintain a database of all publishing agreements.

K. Reporting Requirements

Institutional Effectiveness will be responsible for compiling and submitting data requested by state or federal government agencies in compliance with textbook affordability legislation.

	5/8/2017
PRESIDENT	DATE