

## Harford Community College Best Practices for Textbook Adoptions

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Harford Community College is committed to providing a high quality and accessible educational experience for its students. Striving to minimize the high cost of textbooks and related course material is an integral part of that commitment. These *Best Practice Guidelines* are intended to guide textbook faculty in selecting appropriate and cost effective course materials as well as fulfill the requirements of the Maryland College Textbook Competition and Affordability Act of 2009 (full text available at [Maryland.gov](http://Maryland.gov) ).

### Textbook Adoption Process

In order to ensure that students have sufficient time to acquire textbooks and have access to a maximum supply of used books, textbook adoptions must be submitted to the College Store by the following deadlines:

Term	Adoption Deadline
Fall	April 15
Winter	September 25
Spring	October 15
Summer	March 15

If a faculty member has not been assigned to a course by the above deadlines, textbook selection shall be communicated to the College Store as soon as possible upon faculty assignment. All submitted adoptions are considered final and posted publicly by the College Store within three weeks of receipt. Textbook information is then accessible to students through OwNet and HCC's online course schedule. Changes to submitted adoptions are strongly discouraged.

### Factors to Consider When Selecting a Textbook

- 1. Educational Appropriateness:** Textbooks and other supplemental materials assigned for use in coursework serve as important tools in the educational process. Faculty should select textbooks and other materials that are suitable for the subject matter in a course, that support appropriate pedagogical approaches to teaching within a discipline, and that promote the goal of providing a high quality educational experience.
- 2. Use of Required Items:** Faculty members should ensure that a significant portion of each assigned textbook will be used in the course. Textbooks and supplements that are not heavily used in the course should be listed as *optional*.
- 3. Use of Textbook Bundles:** If supplemental materials are sold with the textbook (bundling) faculty should be aware of the variance in price between the bundled and unbundled items. Publishers are required to make all components available for separate purchase and disclose all bundle and format options. Adopting textbook bundles can prevent students from utilizing used textbooks, so faculty should work closely with the College Store to find the lowest-cost means of providing the textbook and required supplements. Faculty choosing a bundle must inform the College Store which bundle components are *required* and which are *optional*.

4. Price of Textbooks: Publishers are required to provide price information for textbooks and supplemental materials, both in bundled and unbundled form and for both current and previous editions. The College Store can provide retail price information as well as assist in finding ways to provide the course materials in the least expensive format (bundled versus unbundled, used books, electronic books, etc.) Faculty are strongly encouraged to consider the final retail price when making textbook selections.
5. Content of New Editions: Faculty should carefully consider the content of new versus existing editions of textbooks. Publishers are required to disclose substantial content revisions made between the current edition of the textbook and previous editions. Faculty choosing a non-current edition should work closely with the College Store to ensure sufficient supply of the selected textbook is available for students.
6. Used Books and Other Alternatives: Faculty are encouraged to consider the use of lower cost alternatives to a *new* textbook. Acceptable alternatives may be used books, previous editions, alternative publisher versions (black and white, loose-leaf, custom), electronic books, open-source and public domain content, self-produced materials printed on campus, complimentary textbook copies on reserve in the library, etc.

### **Faculty Acknowledgement of Compliance**

As required by the Maryland College Textbook Competition and Affordability Act of 2009, faculty must acknowledge their compliance with its provisions when submitting the textbook adoption. The faculty signature on the Textbook Adoption Form (or faculty email, in lieu of Textbook Adoption form) signifies that the faculty member understands and acknowledges:

1. If selecting a different college textbook, the cost of the new selection versus the cost of the previous selection was considered.
2. If selecting a current edition of a college textbook, the following were considered:
  - a) The differences in substantial content between the current edition of the textbook and the previous edition (as reported by the publisher);
  - b) The use of the current edition is appropriate due to a material change in substantial content between the current edition and the previous edition;
  - c) The differences in price between the current edition of the textbook and previous edition of the textbook;
  - d) That the previous edition of the textbook may be available to students at a lower price via the used book market;
  - e) That integrated textbooks may not be available as separate and unbundled items, separately priced; and
  - f) That supplemental material included in a bundle is intended for use in the course.
3. Having been informed about the disclosures required of publishers under this Act and the impact that the high cost of college textbooks and supplemental material has on students.

The modified Textbook Requisition form will provide a means to acknowledge these provisions. If the pre-printed Textbook Requisition form is not used, the adoption should be submitted by way of an email that includes an acknowledgement of these provisions.