

301-02 TEXTBOOK SELECTION AND SALE—PROCEDURE

1. PURPOSE

Provide a process for ordering textbooks.

2. PROCEDURE

1. The Department Chair is responsible for selecting textbooks for the discipline.
2. Textbook adoptions will be submitted to the bookstore by the Department Chair or designee by the date indicated on the current textbook adoption request form.
3. The same textbooks will be used for multiple sections of a course when possible.
4. Textbooks will be used for two years before a change is made when possible.
5. The bookstore or other contracted entity is responsible for sales. In no case may an instructor or other employee sell textbooks directly to students.
6. Students may buy from vendors not associated with the College, but are then fully responsible for the accuracy of their purchase.

3. BACKGROUND

1. References: HB 2230
2. Revision history: 03/11/2009 (new policy to align with HB 2230)
3. Legal review: none
4. Sponsor: Academic Affairs

Adopted by College Council: 03/11/2009

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