

Policies of the University of North Texas	Chapter 7
07.023 Textbook Adoption	Student Affairs

Policy Statement. It is the intention of UNT through the University Bookstore to fill orders for books and required supply items from term to term in accordance with textbook and supply adoptions by the faculty.

Application of Policy. Faculty.

Definitions. None.

Procedures and Responsibilities.

1. The University Bookstore shall be responsible, at its cost and expense, for contacting in a timely manner all faculty members for their textbook and supply adoptions and maintaining a list of adoptions.

Responsible Party: Third Party Contractor

2. The University Bookstore shall fill orders for books and required supply items from term to term in accordance with textbook and supply adoptions by the faculty. The Bookstore Manager shall be given notice by the faculty or authorized department designees of the textbook and supply adoptions for all courses offered by October 1 for the spring semester; by March 1 for the summer sessions; and by April 1 for the fall semester.

Responsible Party: Third Party Contractor & Faculty

3. Each academic unit will designate a member of the faculty or staff as the textbook coordinator for the unit. This individual will work directly as a liaison between the University Bookstore and the academic unit.

Responsible Party: Academic Units

4. The University Bookstore shall provide a digital method for ordering textbooks which will show book orders from previous semesters.

Responsible Party: Third Party Contractor

5. Once a textbook has been selected and adopted, the academic unit will use the book for the course and semester for which it is selected.

Responsible Party: Academic Units

6. The University Bookstore will make this information available on a timely basis to all campus competitors upon request.

Responsible Party: Third Party Contractor

7. Supplementary textbook materials (UNT Policy 06.044) follow the guidelines of the Textbook Adoption Policy.

Responsible Party: Academic Units

References and Cross-references.

UNT Policy 06.044, Adoption and Pricing of Instructional Materials Including Classroom and Supplemental Texts Authored by UNT Faculty, Staff and Departments

The Higher Education Opportunity Act of 2008, Pub. L. No. 110-315, § 133.

Forms and Tools. None.

Approved: 3/9/88;

Effective:

Revised: 9/95*; 6/28/99; 5/01; 11/05; 5/11*; 7/15

* format only