

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT:** Cost of Textbooks**EFFECTIVE DATE:** July 1, 2021**Purpose**

The purpose of this policy is to establish procedures designed to minimize the cost of textbooks and ancillary course material used by Southwest Tennessee Community College (“Southwest” or “the College”) students while also maintaining quality education and academic freedom.

Definitions

An E-textbook, or electronic textbook, is an educational or instructional book in digital form.

Open Educational Resources (OER) are freely accessible, openly licensed text, media, and other digital assets that are useful for teaching, learning, and assessing as well as for research purposes.

Inclusive Access (IA) is a subscription-based model whereby students can gain immediate and complete access to digital course material at substantially reduced cost. This might include a direct billing to students’ accounts for the cost of the digital material.

Bundled material are objects grouped together by packaging.

Policy/Guideline

The College and the Tennessee Board of Regents seek to address student success barriers and equity issues caused by continuously increasing textbook costs. No provision in this policy shall have the effect of diminishing the academic freedom faculty members possess in selecting material for their courses.

Procedures

- I. Before a course begins, students shall have access to information regarding required and supplementary course material through channels such as the College’s website. This information shall include, but is not limited to, the International Standard Book Number (ISBN).
- II. Faculty members should consider practices that reduce the cost of course material, such as adopting the least expensive option from the available products that meet the requirements of a course.
- III. When possible, the Southwest bookstore will provide both a bundle package option and the option to purchase textbooks and other study products separately.


- IV. Digital material, including e-textbooks, courseware, and supplemental course activities (exercises, quizzes, readings, lab workbooks), should be considered by faculty when such options are available for the titles chosen for a course.
 - A. Mechanisms for digital delivery will include Open Educational Resources (OER), Inclusive Access (IA) through the Southwest bookstore operator, and the traditional transactional process whereby students purchase access codes from the bookstore or online directly from the publisher.
 - B. When Southwest has an IA model available, students shall be able to opt out of the program.

- V. This policy does not restrict a student from renting or purchasing, new or used, textbooks from the vendor of the student's choice.

Responsible

Source of Policy: TBR; TCA 49-7-101, et al. **Administrator:** VP of Academic Affairs

Related Policy: 2:00:00:00/29 Textbook Usage **TBR Policy Reference:** 2.07.00.00
TBR Guideline Reference: _____

Approved:  **Date:** July 1, 2021
President