



ADMINISTRATIVE PROCEDURES

No. 404.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

PROCEDURES FOR TEXT BOOK SELECTION

Administrative Regulations for the Mendocino College Textbook Policy shall be administered under the authority of the Executive Vice President of Academic Affairs.

I. SELECTION

A. REQUIRED TEXTBOOKS

1. Textbook selections support the content of each course as reflected in its official course outline. Where possible, like textbooks should be used for each class section offered at all locations within the college district. Textbooks required for classroom use are adopted and used for a two-year period. Adopted book selections determined to be inappropriate may be changed before the expiration of the two-year period subject to the following guidelines:
 - a. Textbook selections for a course shall be recommended jointly by all full-time instructors in the subject field in consultation with appropriate part-time faculty. Recommendations for textbook changes shall be made cooperatively by full-time faculty working in consultation with other appropriate faculty, and forwarded to the appropriate Dean, and appropriate Assistant Dean as applicable. For courses where no full-time instructor is assigned, a part-time instructor may be asked to recommend a text to the appropriate Dean or Assistant Dean.
 - b. Textbook changes associated with substantive course content changes and outline modifications will become part of the normal curriculum development and Curriculum Committee approval process.
 - c. Textbook changes that are not associated with substantive course content changes and outline modifications do not require Curriculum Committee approval.
2. A Master Textbook List of current required and supplemental textbooks shall be maintained in the Bookstore. Modifications to this list shall be provided by the Instruction Office to the Auxiliary Services Manager on or before the workday closest to April 15 for the Fall Semester and November 1 for the Spring Semester.

Textbook selection should be based on consideration of the following criteria:

- a. COLLEGE GRADE LEVEL READABILITY.

- b. BIAS-FREE (job designation; sex-role stereotyping; age discrimination; racial, ethnic, and/or religious bias; all other discriminatory characteristics).
- c. ACCURACY (factual, up-to-date; sufficiently detailed to minimize misinterpretation).
- d. APPROPRIATENESS AND VERSATILITY (appropriate to learners with varying levels of maturity; suitable for a variety of learning environments; language and/or visuals are easy to understand, challenging, but not beyond ability of learner; important and relevant to subject matter area).
- e. VERBAL AND VISUAL EFFECTIVENESS (attractively designed; logical development of ideas; stimulating; develops critical thought and creativity).
- f. COST (available at a cost commensurate with value and probable use, based on comparable texts).

B. SUPPLEMENTAL TEXTBOOKS

1. In courses which require extensive reading from several sources, a list of supplemental textbooks may be developed by instructors teaching those courses.
2. Instructors shall coordinate the procurement of specific supplemental textbooks with the Auxiliary Services Manager.
3. When supplemental textbooks are used, the course syllabus shall indicate that supplemental textbooks are not required to be purchased by students, and that their use will not have any bearing on the determination of a final grade in the course.

II. ORDERING

The Auxiliary Services Manager automatically re-orders textbooks for specific courses based on the Master Textbook List. When a Textbook Requisition indicating a change in textbook(s) is submitted to the appropriate Dean/Assistant Dean by established deadlines (on or before the workday closest to April 15 for the Fall Semester and November 1 for the Spring Semester), then the appropriate ordering change is also made by the Auxiliary Services Manager.

The Bookstore will inform the Instruction Office, Willits or Lakeport Centers, and appropriate faculty, of new editions, out-of-print availability, and other pertinent topics on or before the workday closest to December 1 for the Spring Semester, or May 15 for the Fall Semester.

For any textbook change (addition/deletions), the Textbook Requisition must be completed listing all textbooks for each course (not simply the addition or deletion).

III. DESK COPIES

The Request for Instructor Desk Copy is available in the Faculty Workroom or the Instruction Office in Ukiah and at the Centers in Willits and Lakeport.

Desk copies can be ordered by using one of the following procedures. Faculty may:

- A. Order the desk copy directly from the publisher (allowing 6-8 weeks for delivery);
or
- B. Purchase a copy of the textbook from the Bookstore.

If the desk copy does not arrive in a timely manner, the Instruction Office or the appropriate Center will approve issuing a temporary copy from the Bookstore. It is the responsibility of the instructor to return such temporary copies in equivalent saleable condition to the Instruction Office in Ukiah or the appropriate Center in Willits or Lakeport, or to reimburse the Bookstore for all temporary desk copies not returned in saleable condition.

The Instruction Office and College Centers will forward to the Bookstore all temporary desk copies returned in saleable condition.

If the desk copy is not returned:

1. The Bookstore is responsible to provide to the Instruction Office and College Centers a list of all temporary desk copies not returned by instructors. This list shall be provided by the 10th week of each semester in order for the Instruction Office and College Centers to secure the return of the desk copy or payment from the instructor.
2. At the end of each semester, the Bookstore will again provide to the Instruction Office and College Centers a list of all unreturned and un-reimbursed temporary desk copies.
3. The Instruction Office and the College Centers will generate purchase orders necessary to repay the Bookstore Fund for all temporary desk copies not returned in saleable condition or reimbursed by the instructor.

IV. EXAMINATION/REVIEW COPIES

It is the responsibility of the instructor to initiate contact with publishers to obtain examination/review textbook copies (allowing 6-8 weeks for delivery).

V. COPYRIGHTED MATERIALS

District employees shall follow all applicable copyright laws affecting the use of textbooks and other classroom materials.

VI. MATERIALS DUPLICATED BY BOOKSTORE

Course materials which are prepared for sale in the Bookstore shall be submitted to the Bookstore for duplicating on or before the workday closest to April 15 for the Fall Semester and November 1 for the Spring Semester. A completed Duplicating/Typing Services form must accompany the original materials submitted for duplication.

If the original materials include any copyrighted material for which the instructor has not secured appropriate publisher's permission to duplicate, the entire package will be returned to the instructor by the Bookstore for correction and re-submission by the stated deadline.

VII. MATERIALS DUPLICATED BY DUPLICATING SERVICES

Students may be charged a materials fee at the time of registration in order to provide for the distribution of duplicated materials in class. Fees for instructional materials shall be established so as not to exceed the actual cost to the District in providing the materials, and the materials themselves shall be tangible personal property that is owned or controlled by the student. "Instructional materials" means all material designed for, or by students and their instructors as a learning resource and which help students to acquire facts, skills, or opinions or to develop creative processes.

Materials prepared for distribution in the classroom should be presented for duplication to the Duplicating Services Office. Instruction Office fee development guidelines and Duplicating Services procedures shall govern the production of duplicated materials.

Adopted: April 7, 1993