



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

**OP 30.18: The Adoption and Sale of Textbooks and Related Materials**

**DATE:** June 28, 2010

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to ensure understanding and a standardized approach for the adoption and sale of textbooks and related materials by the faculty.

**REVIEW:** This OP will be reviewed in April of even-numbered years by the senior vice provost SVP and the assistant vice president for financial affairs/controller (AVPFAC) with recommended revisions presented for approval to the provost and senior vice president.

**POLICY/PROCEDURE**

1. The university president appoints the provost and senior vice president as chief academic officer and administrator responsible for developing and maintaining university regulations and procedures regarding the sale of educational materials.
2. Educational materials include any instruments, devices, or published, dittoed, mimeographed, or other multigraphed forms used in the classroom, laboratory, or other instructional setting that are required to be purchased by the students. The pertinent TTU operating policy to ensure understanding and a standardized approach regarding the handling of materials controlled by a copyright is OP 30.22, Guidelines for the Educational Use of Copyrighted Works.
3. All educational materials must be sold to students through an established bookstore or copy shop or as authorized by both the SVP and the AVPFAC and approved by the chief academic officer. If sales of educational materials are made to students through means other than an established bookstore or copy shop, a written request for exception must be prepared and routed through appropriate administrative channels, including authorization by both the SVP and the AVPFAC and approval by the chief academic officer.
4. The university encourages faculty members to publish textbooks and other professional works. There is no prohibition against the use of such textbooks in classes taught by the faculty member or author, provided the textbook has been printed by a recognized and reputable publishing house at its own risk and expense, made available for open sale, and approved for such use by a textbook committee appointed by the department or area head. Such approval must be in writing and is to be secured annually.
5. All educational material to be sold for use in the class or in laboratory work must be approved by the appropriate textbook committee. University departments that provide such instructional material must recover no more than that required to reimburse for costs of producing and using the material.
6. Under no circumstances may money be paid by a student to a teacher or instructor for any

educational materials or services unless otherwise authorized by both the SVP and the AVPFAC and approved by the chief academic officer.

7. A committee appointed by the Faculty Senate will render an advisory opinion or hear any appeal lodged with the chief academic officer by faculty, administrator, or student in which a conflict of interest results from the sale of textbooks or other materials. The opinion of the committee is advisory to the chief academic officer.
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