



TEXAS TECH™

Operating Policy and Procedure

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

DATE: July 30, 2024

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 every two years after publication by the Vice Provost for Texas Tech University Online, the Vice Provost for Administrative Affairs, and the Associate Vice President for Auxiliary Services (AVPAS) with substantive revisions presented for approval to the Provost and Senior Vice President (PSVP).

POLICY/PROCEDURE

1. The university President appoints the PSVP 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 printed or electronically published 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 the Vice Provost (VP) for Administrative Affairs, the Vice Provost (VP) for Texas Tech University Online, and the AVPAS and approved by the PSVP. 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 VPs and the AVPAS and approval by the PSVP.
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 provided 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 with a signature from the dean or dean's representative.
5. All educational material to be sold for use in courses or in laboratory work must be approved by the appropriate textbook committee. University departments that provide such instructional material must recover no more than the cost required to reimburse 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 the VPs and the AVPAS and approved by the PSVP.
7. A committee appointed by the Faculty Senate will render an advisory opinion or hear any appeal lodged with the PSVP 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 PSVP. However, if the PSVP disagrees with the opinion of the committee, the PSVP must submit a written explanation to the committee within 30 days of the decision.
8. Texas Tech University is required to publish on the institution's website a list of textbooks to be used in all courses no later than the 30th day before the first day that classes are conducted for the semester. The official bookstore for Texas Tech publishes this information on its website on behalf of Texas Tech and provides this list to all local college bookstores. This necessitates that academic departments provide all textbook information to the campus bookstore no later than the 30th day before the start of classes. The official college bookstore for Texas Tech is the Raider Depot operated by Follett located in the Student Union.