



NO. 312 INSTRUCTIONAL MATERIALS

- 1.0 It is the policy of the Board of Regents of Oklahoma City Community College (“OCCC”) and the State of Oklahoma, as expressed in Oklahoma statute, that OCCC adopt, purchase, and sell textbooks and other instructional material in a manner that maximizes instructional effectiveness at minimal student cost.
- 2.0 DEFINITIONS:
 - 2.1 Instructional material means any textbooks, workbooks, CD-ROMS, and other course-related material required or recommended by the faculty or staff for a given course.
 - 2.2 Bundled material means any textbooks and any other supplemental instructional materials that may be packaged to be sold together as course materials for one price.
 - 2.2.1 Bundled material does not include instructional materials that are designed solely for sale as an integrated combination of two or more units; or
 - 2.2.2 Materials that cannot be sold separately due to third-party contractual agreements, custom editions, or special editions.
- 3.0 REQUIREMENTS OF PUBLISHERS: It is further required by statute that each publisher of instructional materials used at OCCC make available to faculty and staff of OCCC:
 - 3.1 The price at which the publisher will make the instructional materials available to the bookstore; and
 - 3.2 A list of revisions made to the instructional materials since the last published edition, if any. This information can be provided by publishers either in print or online in a publisher’s catalog format.
- 4.0 BOOKSTORE RESPONSIBILITIES:
 - 4.1 The Bookstore shall disclose to faculty and staff the costs to students of purchasing instructional materials on a course by course basis and make this information publicly available.
 - 4.2 The Bookstore shall disclose publicly how new editions of instructional materials vary from previous editions.
 - 4.3 Neither the Bookstore nor any other instructional material vendor on campus may solicit faculty and staff for the purpose of selling free review instructional materials that were provided to the faculty or staff member free of charge by publishers.
 - 4.4 Neither the Bookstore nor any book wholesaler conducting a book buyback on campus may accept review instructional materials from faculty and staff. Additionally, the Bookstore may not engage in any trade of any instructional material that is marked as or identified as free review instructional materials.
 - 4.5 The Bookstore shall provide students with the option of purchasing instructional materials that are unbundled when possible, disclose to

- faculty and staff the costs to students of purchasing instructional materials, and disclose publicly how new editions vary from previous ones.
- 4.6 The Bookstore shall actively promote and publicize book buy-back programs.
- 5.0 **OCCC FACULTY AND STAFF MEMBER RESPONSIBILITIES:**
- 5.1 OCCC faculty and staff members shall consider the least costly practices in assigning instructional materials for a course, for example:
- 5.1.1 Adopting the least expensive edition available when the educational content is comparable as determined by the faculty.
- 5.1.2 Working closely with publishers and bookstores to create bundles and packages if they deliver cost savings to students.
- 5.2 OCCC faculty and staff members may not recommend or require instructional materials from publishers who choose not to make the required information available. Some of this information may be available on-line in publisher catalogs.
- 6.0 **PROHIBITED INDUCEMENTS:** Oklahoma statute prohibits OCCC employees and departments from demanding or receiving any payment, loan, subscription, advance, deposit of money, services or anything present or promised as an inducement for requiring students to purchase specific textbooks or instructional materials.
- 6.1 Sample copies and instructor copies of textbooks and instructional materials may be accepted as long as they are not resold by faculty, staff, or the Bookstore.
- 6.2 Royalties or other compensation from the sale of textbooks or instructional materials that include the writing or work of employees may be accepted.
- 6.3 Training in the use of instructional materials and technologies may be accepted; and
- 6.4 An honorarium for academic peer review of instructional materials may be accepted.

Adopted by Board of Regents: October 15, 2007