

## CLOUD COUNTY COMMUNITY COLLEGE

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TOPIC:

Textbook Selection and Deadlines - Procedures

Policy Number:

D20

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Textbook/eBook selection by full-time instructors is integral to instructional operations, impacting the implementation of on-campus and off-campus classes. Timely selection or change of a book for a designated class is imperative to efficient procurement of student books and associated instructor manuals and course materials.

Requests for textbook selection are to be submitted by full-time instructors to the Bookstore Manager according to the following deadlines:

1. New department approved textbooks, including new editions, for **Summer and Fall** must be selected by designated date set by the Bookstore Manager (typically a month prior to the end of the prior semester).
2. The same textbooks should be used in the Spring semester, unless there are documented extenuating circumstances that prohibit. If extenuating circumstances occur, the Bookstore Manager will designate the due date typically being the Friday prior to Fall Break (reference fall semester above)

In order to efficiently secure textbooks/ebooks and instructor manuals and materials by a reasonable date prior to the start of the semester of intended use (to afford instructor preparation), these deadlines must be strictly adhered to. **No requests will be accepted after the deadline dates.**

Adjunct instructors will utilize textbooks selected by full-time instructors. For unusual or extenuating situations where different textbooks may be required, (for example: variances in editions, availability of specific software at different locations, etc.) adjunct instructors are to obtain prior approval from the applicable Department Chair prior to the end of the proceeding semester.

The Bookstore Manager publishes approved and available books via e-mail to all full-time Instructors, Coordinator of Concurrent and Outreach, Director of Online and Outreach, Director of Geary Campus, and Academic Deans prior to the beginning of the applicable semester for college-wide dissemination of current textbook/ebook information.

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Adopted:	Revised	Revised/Reviewed	Revised/Reviewed	Revised/Reviewed
4/26/11	2/15/22			

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