**ISP 170P**

**Textbook and Instructional Materials Adoption Procedure**

**PURPOSE**

States procedures for adoption of textbooks and instructional materials.

**SUMMARY**

The adoption of textbooks and instructional materials is a shared responsibility of departments and instructors. To support student success, all materials should be chosen with student learning outcomes in mind and required for acquisition or purchase only when they are integral for achievement of those outcomes. The process should be timely and allow clear communication, and priority should be placed on textbook affordability and on making materials accessible through proactive partnership with the CCC Library.

**PROCEDURE**

1. Departments will adopt textbooks and/or instructional materials in accordance with Clackamas Community College Bookstore due dates for textbook adoptions and the Higher Education Opportunity Act Textbook Provision, which states: “To the maximum extent practicable, each institution of higher education receiving Federal financial assistance shall...[d]isclose, on the institution’s internet course schedule and in a manner of the institution’s choosing, the ISBN (International Standard Book Number) and retail price information of required and recommended college textbooks and supplemental materials for each course listed in the institution’s course schedule used for preregistration and registration purposes.” Departments and instructors should work with the Bookstore and the scheduling office to ensure compliance with this Act,
2. Instructors within departments are responsible for making their adoption according to the following schedule:

 Summer term—Friday, Week 4 of the preceding Spring term

 Fall term—Friday, Week 5 of the preceding Spring term

 Winter term—Friday, Week 4 of the preceding Fall term

 Spring term—Friday, Week 4 of the preceding Winter term

This schedule allows the bookstore to have all textbook information in their system and thus accessible to students by the Friday before registration for the following term begins.

1. Textbook adoptions should be either sent to or made directly with the Bookstore, preferably by use of the bookstore website (paper and email adoption requests take longer for manual data entry by the textbook manager). Faculty adoptions include textbook name and International Standard Book Number (ISBN). The bookstore staff loads this information as well as price into the student enrollment system by the Friday before registration. Punctual adoption allows this system to operate smoothly, as there are several steps and reports that the bookstore is responsible for to make sure the correct information is accessible to students. Punctual adoption also allows the bookstore to begin sourcing used books for the coming term (in Week 5) and place orders for custom texts and packages (in Week 6) so that they are able to have all books on hand for a new term two weeks before that term starts, or four weeks before in the case of fall term.
2. When exploring the use of Open Education Resource as an alternative to a textbook, instructors should consult department recommendations and CCC Library resources such as the [Open Education Resources](https://libguides.clackamas.edu/oer) page.
3. When placing materials in the CCC Library “[Course Reserves”](https://libguides.clackamas.edu/c.php?g=463890&p=3171111) system, instructors should fill out the form as notification for the materials’ arrival, but should also deliver hard copies of all textbooks or other instructional materials to library staff, as the CCC Bookstore does not include this step in its process.

**REVIEW HISTORY**

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| ISP Committee |  |  |
| ISP Committee |  | 2021 |
| College Council | Reviewed | January 16, 2009 |
| College Council | Reviewed | February 1, 2002 |
| Instructional Council | Reviewed | September 1, 1992 |