**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.  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.

1. Textbook adoptions should be submitted via the Bookstore's Adoption & Insights Portal (aip.bncollege.com). Faculty adoptions include textbook name and International Standard Book Number (ISBN-13).
2. Each department should maintain a current list of adopted textbooks and/or instructional material and make that list available with the administrative assistant for their department and to CCC Library staff (circ@clackamas.edu). The list should be updated as often as a new text is adopted, and reviewed at least every two years.
3. When exploring textbook affordability options through the use of Low Cost Textbooks and/or Open Education Resources, instructors should consult department recommendations and CCC Library resources such as the [Open Education Resources](https://libguides.clackamas.edu/oer) page. If an instructor wishes to consult with a librarian about resources, that conversation should happen the term before adoption (that is, two terms before the class would run) to avoid rushing or overburdening CCC Library staff.
4. 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. Instructors 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 |