

## Northwestern State University Textbook Policy

In accordance with the University of Louisiana System's Textbook Adoption Policy and Procedures Memorandum this document will serve as the Textbook Adoption Policy for Northwestern State University.

### Book Order Deadlines:

All faculty members must turn in textbook and material requests for all courses offered by the following dates:

- 1) On or before October 1 for the spring semester.
- 2) On or before March 1 for the summer semester.
- 3) On or before April 1 for the fall semester.

Orders should be submitted via the Northwestern State University Textbook in Use system or via email to the Central Custodian, Director of Auxiliary Services. No changes to textbook and material requests will be accepted after 45 days prior to the start of the upcoming semester, (to the maximum extent practicable).

### Book Order Reporting:

When submitting textbook or material The Northwestern State University Textbook in Use system faculty and staff must include the following information:

- 1) the title, author, International Standard Book Number, (ISBN), and edition of texts;
- 2) the required, recommended, and supplemental status of materials;
- 3) the maximum enrollment for the course;
- 4) the estimated enrollment in the course;
- 5) the section number of course.

All textbook and material to be used in the course must be identified on the Northwestern State University *Textbook in Use* system or via email to the Central Custodian and shall be made available, upon request, to all on- and off-campus vendors.

### Central Custodian:

Northwestern State University's Central Custodian for textbook adoptions is the Director of Auxiliary Services. This office will be available to respond to requests and/or inquiries regarding adoption information or public records requests on textbook adoptions.

### Information Availability:

At least 45 days prior to the start of each semester Northwestern State University will have the following information provided on the Textbook in Use System or the contracted vendor for on-campus bookstore sales website, currently Barnes & Noble Bookstore. Its Web site <http://nsula.bncollege.com>

- 1) the title, author, International Standard Book Number, (ISBN), and edition of texts
- 2) the required, recommended, and supplemental status of materials
- 3) the section number of course
- 4) the new and used retail price of the book
- 5) indication of whether previous editions are acceptable will be based on instructor approval

### Edition Policy:

Northwestern State University would encourage faculty and staff members to use the same edition of a textbook for at least four semesters thus reducing the cost of textbooks for students. In using a text for multiple semesters it allows students in a course one semester to sell back their textbooks for around 50% of the initial purchase price and students the next semester the chance to purchase a used textbook at a 25% savings.