
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: TEXTBOOK ADOPTION AND AFFORDABILITY

NUMBER: PRO 3-09

REFERENCE: Board Rule 3.10, Florida Statute Section 1004.085,
FL Admin 6A-14.092

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I. PURPOSE

Lake-Sumter State College has established the following procedures governing the processes for textbook adoption and affordability:

- a. No employee of Lake-Sumter State College may demand or receive any payment, loan, subscription, advance, a deposit of money, service, or anything of value, present or promised, in exchange for requiring students to purchase a specific textbook or instructional material for coursework or instruction.
- b. An employee may receive:
 1. Sample copies, instructor copies, or instructional materials. These materials may not be sold for any type of compensation if they are specifically marked as free samples not for resale;
 2. Royalties or other compensation from sales of textbooks that include the instructor's own writing or work;
 3. Honoraria for academic peer review of course materials;
 4. Fees associated with activities such as reviewing, critiquing, or preparing support materials for textbooks pursuant to guidelines adopted by the State Board of Education or the Board of Governors;
 5. Training in the use of course materials and learning technologies.

II. RESPONSIBILITY

- a. LSSC will monitor and confirm compliance with Section 1004.085(5), F.S., which requires that required and recommended textbooks and instructional materials are published at least 45 days before the first day of class for each term for at least 95 percent of all scheduled course sections. Sections where no textbook is required or no-cost open educational resources are used are subject to the 45-day notification requirement.

Exceptions to this requirement are as follows:

- (a) The originally adopted textbook or instructional material is no longer available;

- (b) A faculty member is hired or assigned to teach the course section after the 45-day notification deadline;
- (c) The course section is added after the 45-day notification deadline;
- (d) The instructional modality of the course section changes after the 45-day notification deadline; and
- (e) The course is continuing workforce education (non-credit).

b. Lake-Sumter State College, in conjunction with the college bookstore, shall post prominently in the course registration system and on its website, by the required deadline, a hyperlink to lists of required and recommended textbooks and instructional materials. The lists must include the International Standard Book Number (ISBN) for each required and recommended textbook and instructional material or other identifying information, which must include, at a minimum, all of the following: the title, all authors listed, publishers, edition number, copyright date, published date, and other relevant information necessary to identify the specific textbooks or instructional materials required for each course. The list of required and recommended textbooks and instructional materials will remain posted for at least 5 academic years.

- c. Lake-Sumter State College has adopted the following procedures that promote efforts to minimize the cost of textbooks for students attending the college while maintaining the quality of education and academic freedom.
 - i. LSSC will collect and maintain electronic Faculty Confirmation of Intent to Use Course Materials e-mails from section instructors attesting that all textbooks and instructional items ordered for their assigned section(s) will be used, particularly each item sold as part of a bundled package.
 - ii. That the academic department offering the course determines, before a textbook is adopted, the extent to which a new edition differs significantly and substantively from earlier versions and the value of changing to a new edition or the extent to which an open-access textbook may exist and be used. Every effort will be made to adopt textbooks and instructional materials for a minimum of three years unless textbooks become unavailable from the publisher or the instructor changes to a no-cost instructional material or an OER (Open Educational Resource).
 - iii. Course-wide adoption of textbook(s) or instructional materials, especially for general education courses. Section instructors may choose to use the course-wide adopted materials or use a no-cost option or an OER.
 - iv. Whenever possible, textbooks and instructional materials will be made available for those who cannot afford them through the Lending Library operated by the Learning Centers at the beginning of each semester.
 - v. Course instructors and academic departments are encouraged to participate in the development, adaptation, and review of open-access textbooks and, in particular, open-access textbooks and instructional materials for general education courses through a project managed by an OER librarian in conjunction with a member of the Academic Excellence and Assessment Committee.
 - vi. Library resources may be available that would serve as textbooks or required instructional material. Permalinks to e-books, articles, LibGuides, or streaming media may be placed in the learning management system.

- vii. Compliance is the responsibility of the Senior Vice President of Student and Academic Affairs.

NEW: 9/16/2015

REV: 6/26/2018, 05/05/2022