

Policy

Policy # 7.05

Effective Date 12/22/93

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|--|---|---------------------------------------|
| <p><i>(Impact Area - Dept Name)</i></p> <p>Business Procedures</p> | <p><i>(General Subject Area)</i></p> <p>Textbook Adoption/ Complimentary copies</p> | <p><i>(Specific Subject Area)</i></p> |
| <p>Relates to Procedure #</p> <p>none</p> | <p>Author:</p> | |
| <p>Supersedes Policy #</p> | | <p>Impact:</p> |
| <p>Legal Citation (if any):</p> | | |
| <p>North Idaho College</p> | | |

Policy Narrative

[Page 1 of 1]

Complimentary copies of textbooks are not to be sold to any persons or organization, including solicitors or used book dealers. In developing curricular course materials, NIC instructors should observe the following protocols:

1. Request only the titles and number of copies required for evaluation.
2. Do not request any books that you are not in a position to adopt.
3. If you receive books that you do not need for reference or for courses you teach or are likely to teach, donate them to another non-profit institution or return them to the publisher.

Instructors should be mindful to the fact that frequent change of textbooks is inconvenient and costly to students. Therefore, textbooks are generally adopted for a period of not less than two years. Approval of book orders must be obtained from the division chair, who consults with the bookstore manager as to reasons for change.

Special order service is extended to all members of the college and community.