

**PALO ALTO COLLEGE
COLLEGE PROCEDURE**

Procedure Number: I 5.0
Procedure Title: General Guidelines for Textbook Adoptions
Relevant Board Policy:
Originating Unit: Dean of Arts & Sciences
Maintenance Unit: Vice President of Academic Affairs

I. Purpose: This details the procedures by which instructional departments select textbooks for their course offerings

II. Procedure Statement:

By majority vote of a committee of tenured and tenure-track faculty, each department may choose the textbook(s) to be used in the courses offered by that department.

A. Textbook adoptions shall follow these guidelines:

1. Textbook adoptions should be for a minimum of three years. In the case of changing technology or unavoidable edition changes, shorter adoption periods may be considered.
2. If edition changes are made by publishers without adequate notice, the department chairperson or designee must consult with the College Bookstore to determine the most expedient resolution of the problem.
3. Faculty and departmental textbook selection committees should (whenever it offers a possible savings for students) adopt textbooks that are eligible for the College Bookstore's textbook rental program.
4. Adopted textbooks and supplementary readings and materials should be ordered by the department through the College Bookstore following the Bookstore's time-lines. The College Bookstore and the Departments will work closely together to provide textbooks to all students.

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Approved: Ana M. Guzman
President