

LUTHER COLLEGE

POLICIES AND PROCEDURES

Department:	Book Shop
Subject:	Course Materials
Date Issued:	March 16, 2006
Updated and Reviewed By:	Finance & Administration Team – March 23, 2022
Approved By:	Vice President for Finance & Administration – April 27, 2022

I. Policy/Procedure

This policy applies to course materials used by Luther College faculty. The decision on what course materials are to be used is made by the individual faculty member.

II. Scope

This policy applies to all faculty and covers the use of course material for classroom instruction.

III. Terms and Definitions

- Course Materials – All items used for a particular course. This includes, but is not limited to, textbooks (printed version and digital), Inclusive Access, access codes, blank journals, safety goggles, clickers, calculators, and specific writing instruments.
- Desk Copy – A copy of a book adopted for a course that is generally provided free to the faculty member by the publisher.
- Lab Manual – Printed materials used for lab work sold through the Book Shop
- Course Reader – Compiled materials typically created from different sources which are sold through the Book Shop.
- Copyrights – A form of intellectual property law protecting original works of authorship.
- [Luther College Copyright Clearance Declaration Form](#) – A document that is signed by each faculty member who submits a lab manual or course reader. By signing this document, the creator is acknowledging the material included falls under Fair Use or Public Domain, is their own work/creation, or the work is copyrighted and permission is granted to duplicate and distribute.
- Book Buyback - An event where textbooks are purchased for cash by the Book Shop and/or a textbook wholesaler.

IV. Procedures and Guidelines

- A. The Book Shop sends textbook request forms to faculty to gather information regarding what will be used for Course Materials.
- Requests for the next academic term will be made to faculty about 3 weeks before the start of registration.
 - All orders are due one week prior to student course registration. Compliance with the due date allows the Book Shop to source the materials as cheaply as possible to minimize the cost

to students and ensures compliance with Higher Education Opportunity Act rules related to course material disclosures at the time of registration.

- B. Faculty may adopt Course Materials they have authored or co-authored.
- C. All Course Readers and Lab Manuals must be ordered through the Book Shop. A digital file of the materials must be submitted along with a signed copy of the Luther College Copyright Clearance Declaration Form before any materials are duplicated. Obtaining necessary copyright permission is the responsibility of the faculty member. Printing costs and copyright fees will be paid by the Book Shop. The faculty member may request a complimentary Desk Copy.
- D. Desk Copies for requested textbooks are the responsibility of the individual faculty member to obtain. The Book Shop can provide the publisher contact information but is prohibited by the publisher to obtain Desk Copies. If the publisher will not provide a Desk Copy, a copy of the textbook may be purchased from the Book Shop.
- E. Faculty are not allowed to resell Course Materials to their students.
- F. If a textbook is canceled by a faculty member and the books have already been received by the Book Shop, the academic department may be held financially responsible for the net cost.
 - If the books are returnable to the publisher, the academic department will be charged the cost of in/out freight.
 - If the books are non-returnable due to publisher policy, the academic department will be charged the cost of the book, including the freight cost.
 - The academic department will be charged for any books bought at book buyback.
 - For books that are purchased by the department, the Book Shop, if requested, can try to sell them to used book wholesalers and subtract that amount from the original charge.
- G. If a course is canceled or a change is made in who is teaching the course, no charges will be passed to the academic department. The Book Shop should be notified as soon as the decision is made to cancel a course or a change the faculty assignment for a course.

V. Confidentiality and Record

The Book Shop keeps the printed course request records for 2 years and electronically for 7 years.