

**BLACK HILLS STATE UNIVERSITY**  
**Policy and Procedure Manual**

SUBJECT: Textbook Adoption

NUMBER: 2:14

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Office: Office of Academic Affairs

Source: [Black Hills State University Bookstore](#); [BHSU Policy 3:5](#); [Higher Education Opportunity Act Public Law, Section 112](#); [SDBOR Policy 4:34](#)

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1. Purpose

This policy outlines the policy and procedures for the textbook adoption process at Black Hills State University.

2. Policy

- a. Complimentary copies of textbooks are the property of the State of South Dakota. No such copies shall be sold to profit individuals. Under BHSU sales policy 3:5, book buyers are not authorized for campus business. Please contact campus security if buyers are on university grounds.
- b. Faculty must submit orders to the BHSU Bookstore by the posted due date to ensure that materials are available to students before the semester begins.
- c. The Bookstore shall be notified of the textbook selection for every course offered at BHSU. Submissions shall be turned in by the posted due date to ensure the store has the correct information to secure materials and provide accurate information to students.
- d. To comply with federal regulations (Higher Education Opportunity Act Public Law 110115, August 14, 2008, Section 133 (e) on access to textbooks), the BHSU Bookstore must post to its own website and to the public website, information pertaining to textbooks and other course materials no later than 30 days prior to the first day of the semester. This information must include the ISBN and retail price or, if there is no ISBN, must include the author, title, publisher, and copyright date.

- e. Use of faculty-authored textbooks and course materials:
  - i. Per the South Dakota Constitution, Article VIII, faculty may not receive any revenue from materials that they require students (or the institution) to purchase. Thus, any faculty member who is approved to assign a self-authored work that will result in revenue payable to the faculty member must first arrange to assign all revenues to the Black Hills State University Foundation, Inc.
  - ii. Faculty who wish to use self-authored textbooks or course materials (e.g., lab manuals or course notes) must obtain prior authorization from their school chair. Authorization will be granted upon demonstration (1) that, all author royalty interests have been assigned in writing to the BHSU Foundation as unrestricted revenue and (2) that the materials are consistent with the course description.
  - iii. Faculty who assign self-authored textbooks or course materials, and who require students to purchase them, must sell them through the University Bookstore.
  - iv. Faculty assigning course packets must clear permissions and abide by applicable copyright law. Markups charged to students should not exceed 50 percent of the cost of printing, excluding the 15 percent BHSU Bookstore markup, unless units justify the additional markup.

### 3. Procedures

- a. All textbook and other course material requisitions must be submitted to the BHSU bookstore.
- b. Prior to submitting textbook and other course material requisitions, faculty will ensure that faculty-authored textbooks and course materials comply with Section 2.e of this policy.
  - i. Faculty will obtain prior authorization from their school chair as required by this policy in writing.
  - ii. The College Dean will retain documentation of this authorization and documentation that the applicable criteria have been met. This includes

but is not limited to, documentation of proper royalty assignment to the BHSU Foundation for self-authored required textbooks and course materials, consistency with course description, sale of required self-authored textbooks and course materials through the BHSU Bookstore, and appropriate copyright permissions and markups.

- iii. The school chair and/or college dean may seek legal review by intellectual property rights review procedures, as appropriate.
- c. Professors determine the semester textbook, e-book, or content for D2L. The store may assist in obtaining information.
- d. Current professors who are assigned to a course will receive an email directing them to the store's electronic adoption site. Information to provide includes:
  - 1. Author
  - 2. Book title
  - 3. ISBN number
  - 4. Preference for text or e-book
  - 5. If book is required or recommended
  - 6. If not using a text, please hit the "no text required" tab.

When finished, click "Mark approved" and the information will be forwarded to the textbook manager to process. The professor will receive an email acknowledgement.

- e. New professors and those who have been recently assigned a new class, should contact the BHSU Bookstore as soon as possible.
- f. For distance courses, faculty and their home institution are responsible for submitting orders for textbooks and course materials and making sure all materials are available.
- g. When selecting course materials, faculty should consider educational content and cost. If the price of a particular text is excessive, faculty should consider less expensive alternatives if they are comparable in quality.
- h. If requiring supplemental materials, faculty should assign and use a significant portion of those materials. In the case of bundled materials, faculty should assign

and use all parts. If all parts will not be used, faculty should work with the BHSU Bookstore to order only what students will need.

- i. If requiring the purchase of an access code for on-line materials, faculty should be aware that the codes are typically bundled with textbook or other educational materials. If bundled materials are sold with the access code, faculty should assign and use all parts. If all parts will not be used, faculty should work with the BHSU Bookstore to order only what students will need.
- j. The use of textbooks for multiple rather than single semesters is highly encouraged to control costs. The use of the same textbook in all sections of a course is recommended in an effort to control costs.
- k. Faculty should order new editions of textbooks only when prior editions do not contain comparable content or are no longer available.
- l. The use of electronic versions of textbooks and other online resources is encouraged when appropriate. Day 1 Access texts will be ready on or before the first day of class.
- m. Some forms of textbook customizing (i.e., adding a University-specific cover or inserting the syllabus) can add further costs to the student. For more information about the potential financial impact of customizing textbooks, contact the BHSU Bookstore.
- n. With the exception of claims involving ownership of intellectual properties, employees may have recourse to such grievance procedures as pertain to their employment classification to resolve disputes concerning rights that arise under this policy. All disputes will follow the procedures spelled out in [SDBOR Policy 4:34](#).

#### 4. Responsible Administrator

The Vice President of Academic Affairs, or designee, is responsible for the annual ad hoc review of this policy and its procedures. The University President is responsible for approval of this policy.

SOURCE: Approved by President Laurie Nichols on 1/19/2021.