

West Virginia Northern Community College
Implementation of Series 51/NC-4008 Bookstore and Textbook Rule

Faculty:

1. Textbooks should be common by course and used for a minimum of two years. Exceptions to the length of use may be sought through the division chair or program director.
2. Adjunct instructors will be assigned the common textbook by the division chair or program director.
3. Textbook selection is driven by a committee of full-time discipline faculty via recommendations to the division chair or program director.
4. Textbook adoption process: Bookstore sends list of currently used textbooks to textbook staff, division chairs and program directors to review and distribute as necessary; chairs and directors collect, review, and return approved book list to bookstore according to the following schedule:
 - a. Fall: bookstore sends lists to chairs and directors by 1st Friday of February; chairs and directors return approved list to bookstore and textbook staff by 2nd Friday of April.
 - b. Spring and Summer: forms from the bookstore sent to chairs and directors by 2nd Friday in September; chairs and directors return approved list to bookstore and textbook staff by 2nd Friday of October.
5. Staffing assignments by one week before classes begin.
6. Information required from publishers for textbook consideration:
 - a. Price of the textbook and supplemental
 - b. Copyright dates of the three previous editions
 - c. A description of substantial content revisions from previous editions
 - d. Whether the textbook is available in other low-cost formats
 - e. Price of the textbook unbundled from supplemental material.