

6.5.3 College Textbooks

Last Revised: March 2025

Policy: Piedmont Community College (PCC) offers textbooks for sale through the bookstore.

Purpose/Definitions:

Purpose

The purpose of this policy is to establish guidelines for purchasing textbooks and minimize the cost of textbooks while maintaining the quality of education and academic freedom. The policy, moreover, ensures compliance with Section 133 of the federal Higher Education Opportunity Act (HEOA) of 2008.

Definitions

Academic Coursepack—a printed or digital collection of assigned readings, as for a college course, typically including an assortment of periodical articles or sections of a longer book.

Buy-Back—the process of buying back textbooks by the Piedmont Community College Bookstore—the original seller.

E-Book—an electronic version of a printed book that can be read on a computer or handheld device designed specifically for this purpose.

Instructional Materials—resources that organize and support instruction, such as textbooks, course software, tasks, supplementary resources, and DVDs. These resources usually support active learning and assessment.

Library Resource Reserve—a service offered by the Learning Commons that provides special, short-term access to course-related materials (book, article readings, lecture notes, sample tests) or to other materials (CD-ROMs, audiovisual materials).

Loose Leaf Textbook—unbound paper versions of the traditional textbook.

Open Educational Resources (OER)—teaching, learning, and research resources in any medium, digital or otherwise, that reside in the public domain or have been released under an open license that permits no-cost access, use, adaptation and redistribution by others with no or limited restrictions.

Syllabus—an outline or a summary of the main parts of a course of study. It is also known as a Course Outline.

Textbook (Traditional)—printed book used as a standard work for the study of a particular subject.

Textbook Rental—students may rent textbooks each semester from the PCC Bookstore. Textbooks are returned to the Bookstore at the end of the semester.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Instruction/CAO and the Vice President, Administrative Services/CFO have monitoring authority over this policy.

Procedure:

Section 1: Textbook Adoptions and Orders

- 1.1. Textbook adoptions are made by departments with sufficient lead time to the PCC Bookstore to confirm availability of the requested materials and, where possible, ensure maximum availability of both new and used textbooks.
 - 1.1.1. Books and other instructional materials ordered by the deadline should be available for purchase by students before the first day of classes.
- 1.2. Instructional Deans are responsible for ensuring that all pertinent courses under their authority have completed textbook order forms submitted by the deadline, even in instances where no instructor or faculty member has been assigned a course section as of the announced textbook ordering deadline date.
- 1.3. Full-time faculty are responsible for selecting textbooks, e-books and/or other instructional materials for courses in their area. In disciplines where there is no full-time faculty member, either the faculty, or the instructional dean will select the textbook(s).

Section 2: Conflicts of Interest

- 2.1. When selecting textbooks or materials for courses, a faculty member must avoid any conflict of interest or appearance of conflict of interest in assigning textbooks or instructional materials in their classes from which they may benefit financially.
 - 2.1.1. An exception may be made if the assigned instructional materials are in the best interest of the students and the College.

- 2.2. Faculty members cannot accept reviewing or other fees where the fee is contingent on the use of the textbook or instructional materials in the faculty member's classes.
 - 2.2.1. There are no exceptions to this provision.
- 2.3. In no instance should either an individual faculty member or an instructional dean accept a financial incentive to adopt a specific textbook.
- 2.4. Textbooks, open educational resources, e-books, academic course packs, and other teaching materials should be selected for their academic and pedagogical value.
 - 2.4.1. Where there is no single obvious outstanding choice, other factors such as availability and price can be used in addition to pedagogical value.
 - 2.4.2. The selection of textbooks or instructional materials should be able to stand the test of peer review.
- 2.5. Unless otherwise approved by the instructional dean, all sections of a course (e.g., HIS 131, American History I) must use the same textbook.

Section 3: Cost Considerations

- 3.1. When working with publishers in order to make adoptions, faculty should carefully consider all available options.
- 3.2. When possible, a textbook should be used for three academic years to allow for the use of used textbooks.
 - 3.2.1. Exceptions to this can be made with the approval of the instructional dean and in consideration of academic quality, changes in technology, changes in the field, or in a situation where the publisher changes editions and the old edition is no longer available.
- 3.3. The PCC Bookstore provides students with certain options to reduce the cost of textbooks. They are as follows:
 - 3.3.1. For students who purchase physical textbooks from the PCC Bookstore, buyback is available.
 - 3.3.1.1. Certain conditions apply. Contact the PCC Bookstore or visit its website for more information.
 - 3.3.2. Textbook rental is available for some course adoptions and may reduce the cost.

3.3.2.1. Check with the bookstore for eligible rental items.

Legal Citation: [U.S. Department of Education's Higher Education Opportunity Act \(2008\), Section 133](#)

History: Effective April 2017; Revised January 2021, May 2022, July 2023, March 2025