A. The District may require students to purchase or otherwise provide instructional or other materials, which have a continuing value to the student outside the classroom. Instructional and other materials which may be required include (but are not limited to) textbooks, tools, laboratory manuals and workbooks, syllabi or other instructor prepared materials, uniforms, and other materials.

B. The selection of textbooks and other instructional materials is the right and duty of the faculty members of San Joaquin Delta College.

C. Appropriate textbooks and other instructional materials for use in courses will be selected by the faculty member(s) concerned and a list of these books and materials will be submitted to the division chairperson.

D. Textbook and materials adoptions will be made in accordance with the following schedule to assure that items will be available for student purchase at the start of the respective instructional period:

   **Summer**: April 1       **Fall**: April 1       **Spring**: October 1

E. Textbooks will be adopted for a minimum of two semesters except for the following:

   1. Workbooks and other materials of a non-resalable nature.
   2. Instances in which instructors are evaluating textbooks to consider adoption.

F. All texts and materials must be available to students through the College Bookstore. Where texts or materials cannot reliably and reasonably be made available for sale in the Bookstore, the faculty member will be notified.

G. Any textbook or other instructional materials, authored or created by an employee of San Joaquin Delta College, from which royalties or other compensation to the employee will result from sales to students, must be approved by the discipline group and the College Curriculum Committee before the textbook or materials can be adopted for use in a course of instruction.

H. Study guides, manuals, and other supplementary instructional materials may be used in a course without formal adoption if they are produced and distributed in one of the following ways:

   1. The material is duplicated by the College and sold in the College Bookstore at a price that is consistent with the cost of duplication with an added charge for Bookstore overhead.
   2. The material is duplicated by the College and distributed to students without charge.