
AP 6900 Bookstore

- 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 professor 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. 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 dean. The District expects professors to pay due consideration to the cost-of assigned instructional and other materials. Faculty are encouraged to order the less expensive options when they meet the requirements of the professor, to make adoptions for at least a two-year period, to make readings available at the library reserve desk, and to use public domain materials when appropriate.
- C. 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
- D. 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 professors are evaluating textbooks to consider adoption.

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. To help students purchase instructional materials, the College Bookstore shall make every effort to post on its website, within 30 calendar days of the start of the semester, the ISBN number of the books and other reading materials for each course, professor, and section for which such materials have been ordered. The list shall be updated as the bookstore receives more information from faculty.

- E. 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.
- F. 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 District 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 District and distributed to students without charge.