

- A. Overall responsibility for seeing that instructional materials are timely ordered rest with each Dean for their academic department.
- B. Instructors will order instructional materials utilizing the system developed by the College in partnership with the bookstore vendor. Periodically, the President shall review the College's mark-up on textbooks and other instructional materials sold through the bookstore to determine if the mark-up is appropriately balanced between affordability for students and other priorities identified by the Board.
- C. Requests for textbooks are to be made as soon as possible after the next semester schedule is completed. All requests should specify the course in which the textbooks are to be used.
- D. Deans, or their designees, will be responsible for acquiring textbooks for adjunct faculty.

Adopted: 7/01/2018

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