



POLICIES & PROCEDURES

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POLICY

Textbook and learning resource adoptions are recommended by instructional faculty and approved by the appropriate academic supervisor (Division Chair or Program Director). Requests for adoption, confirmation, and revision should be accomplished in a timely manner before the start of each semester (fall, spring, summer) or part of term to allow for ordering and stocking by the campus resource provider.

Course resource adoptions are identified as “required” or “recommended” during the semester planning process. Requests and confirmations are submitted to the academic supervisor and then forwarded to the campus bookstore provider for ordering. *Required* resources should be available for purchase at the campus bookstore so that students may use financial aid to acquire the learning resources. If a new edition is released by a publisher, the division may adopt the new edition, retain the previous edition if it remains available, or adopt a new resource.

GUIDELINES AND CONDITIONS

In accordance with Louisiana Senate Bill 117, colleges and universities are encouraged to explore Open Education Resources (OER) and Affordable Education Resources (AER) as alternatives to traditional high-cost textbooks. OER are defined as zero-cost publications and web-based tools offered for educational use and not bound by traditional copyright laws. AER are defined by SB 117 as low-cost resources not to exceed \$29. The Louisiana Library Network (LOUIS) has compiled an extensive database of OER/AER across a variety of disciplines for faculty to explore and search for learning resources and instructional materials.

Requests for complimentary instructor texts are submitted to the academic supervisor (Division Chair or Program Director) and following approval are distributed to the faculty who initiated the request. The Code of Governmental Ethics prohibits the sale of complimentary textbooks by faculty and staff (LDCC Human Resources Policy HR_103 Code of Ethics). Also, instructional faculty may not receive royalties from a *required* resource in the faculty member’s course or profit from the assembly of books or laboratory materials *for direct sale* to students.

Required learning resource adoptions are also reported to the Louisiana Board of Regents for tracking purposes.