

Draft of Instructional Materials Recommendations for Faculty

1. Only order materials that will actually be used for the course (textbook, bundled sourcebook, access code for online resources, etc.). While a publisher may offer a bundled product at a lower price, if these extra items are not required students may not know they can get just the book only at reduced prices.
2. Create custom textbook with publisher that includes only information required (but beware lost resale value or inability of students to find cheaper options online).
3. Place copies of textbook on reserve in the campus library.
4. Consider using an earlier edition of the textbook.
5. Select textbooks that have a cheaper electronic version option.
6. Commit to using a textbook for two or more years so that the bookstore can offer a cheaper rental option.
7. Consider having all instructors (full-time and adjunct) on a campus use the same materials for the same course. Faculty can negotiate cheaper per-book prices with publishers when books are ordered in volume.
8. Consider having all instructors (full-time and adjunct) across the college use the same materials for the same course. Faculty can negotiate cheaper per-book prices with publishers when books are ordered in volume.
9. Investigate non-textbook options for instructional materials (beware of ADA and copyright issues):
 - a. Free online materials (primary sources, content narratives, videos, etc.)
 - b. Coursepacks
 - c. Paid access online lab or resources without a textbook
10. Remind students to return rented textbooks at the end of the semester.

Draft of Instructional Materials Options for Administration

1. Include the following information in mandatory orientation:
 - a. The importance of acquiring assigned instructional materials
 - b. Instructional materials are an investment in education
 - c. Options for acquiring assigned instructional materials
2. Investigate bundling tuition and instructional material costs
3. Investigate providing departments funds to:
 - a. Purchase textbooks to place on reserve in the campus libraries
 - b. Purchase textbooks to rent or give to students
4. Investigate using course fees to offset instructional materials costs.