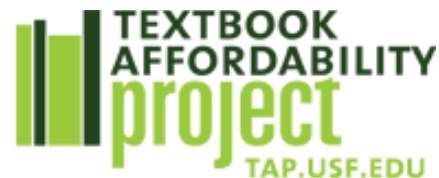


# Textbook Affordability Checklist

## Lower Costs – Improve Compliance



### College Dean Checklist

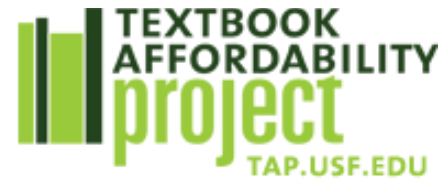
- Formally appoint a “College Textbook Coordinator” by **July 1, 2018**.
  - ⓘ Appointee oversees departmental coordinators and interfaces with the TAP team.
- Promote and achieve each semester’s 45-day deadline for textbook adoptions.
  - ⓘ [Learn more about the 45-day deadline.](#)
- Ensure that department chairs comply with all requirements (see following).**

### Department Chair / Departmental Textbook Coordinator Checklist

- Formally appoint a “Departmental Textbook Coordinator” by **August 1, 2018**.
  - ⓘ Appointee processes departmental adoptions and interfaces with the TAP team.
- Achieve each semester’s 45-day deadline for textbook adoptions.
  - ⓘ [Learn more about the 45-day deadline.](#)
- Departmental Textbook Coordinator submits textbook adoptions for adjunct faculty and unassigned courses.
- Review compliance reports for missing course adoptions by the TAP assigned date.
  - ⓘ [See upcoming deadlines, and FAQs about adoption compliance.](#)
- Certify each semester’s “Statement of Intent to Use Items” by the TAP assigned deadline.
  - ⓘ [See sample Statement of Intent to Use Items and related guidelines.](#)
- Certify each semester’s “Edition Changes Statement” by the TAP assigned deadline.
  - ⓘ [See sample Statement Regarding Editions and related guidelines.](#)
- Reward faculty who develop courseware.
- Reward faculty who adopt OER or library-licensed content.
- Ensure that departmental faculty comply with all requirements and consider TAP recommendations (see following).**

# Textbook Affordability Checklist

## Lower Costs – Improve Compliance



### Instructor Checklist

#### To lower costs to students ...

- Review textbook/instructional material requirements each time a course is taught.
- Adopt the least expensive format of an item (usually the digital format); demand no additional options.
- Before adopting a commercially published item, attempt to identify an alternative available through the USF Libraries' collections or Ebooks for the Classroom+.  
**!** [Learn more about Ebooks for the Classroom+](#)
- Before adopting a commercially published item, attempt to identify Open Educational Resource alternatives.  
**!** [Search for OER alternatives](#)
- Avoid using ProCopy and other commercially-produced packages.  
**!** [Use Curriculum Builder as an alternative](#)

#### To lower costs to students AND improve compliance ...

- Coordinate adoptions among 1) multiple sections of the same course and 2) cross-listed courses; wide cost variances in these cases are flagged for BOG review.
- Avoid “recommended” adoptions – use the course syllabus to list supplemental readings.
- Avoid faculty-to-publisher price negotiations; work with the TAP team.

#### To improve compliance ...

- Use Follett’s online system to submit adoptions.
- Adopt textbooks/instructional materials before the 45-day deadline for textbook adoptions.  
**!** [Learn more about the 45-day deadline.](#)
- When students are NOT required to PURCHASE textbooks/instructional materials for your course use the bookstore’s online system to report "**No Textbook Required**" before the 45-day deadline.
- Respond to reports of courses that lack adoptions before the deadline.
- When editions change, determine the value to students of adopting a new edition before accepting the change (if possible).
- Intend to use all required textbook/instructional materials, including all bundled items.
- Avoid post-adoption deadline changes to submissions; late changes are reported as non-compliant.