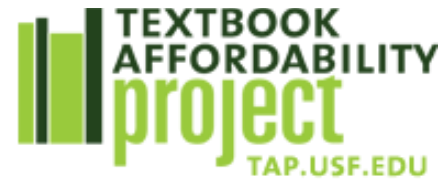# Textbook Affordability Checklist
## Lower Costs – Improve Compliance

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 <u>each semester's</u> 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 <u>each semester's</u> 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).**

UNIVERSITY OF SOUTH FLORIDA
LIBRARIES

Textbook Affordability Checklist
Lower Costs – Improve Compliance
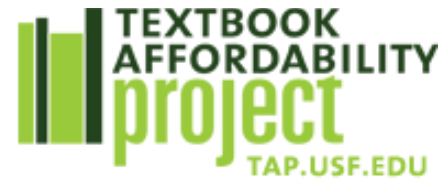
Instructor Checklist

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.

UNIVERSITY OF SOUTH FLORIDA
LIBRARIES