SUBJECT: Textbook Selection and Changes

I. Selection of Textbooks

Selection of textbooks is the responsibility of the faculty with approval of the appropriate Chair and Division Dean. Faculty members are expected to use the books designated in the course syllabus. After a textbook is selected, it is normally to be used for a minimum period of three years.

II. Changes of Textbooks

All changes must be approved by the appropriate Chair and Division Dean. Only under extenuating circumstances are changes to be requested prior to the three-year period mentioned above. To change a textbook the faculty member must submit a form giving reasons for the requested change. When possible, the bookstore manager, should receive recommended textbook changes at least a semester in advance of the desired change.

III. Desk Copies of Textbooks

Desk copies of textbooks will not be furnished by the bookstore to faculty. Desk copies should be requested directly from the publisher. When desk copies are purchased from College funds, they remain the property of the College.

IV. Complimentary Copies of Textbooks

Faculty members accepting complimentary books from publishing companies or other sources, do so, on behalf of Midland College. When the books are no longer useful for instruction, instructors may contact the Fasken LRC to have the complimentary copies picked up. Complimentary books that cannot be shelved in the FLRC and that are marketable, will be sold to a used book representative. Proceeds from the sale of such books will be placed in an account entitled Faculty Scholarship Fund for Deserving Students.