

- A. The Department Head or Director of each academic department is responsible for the oversight of ordering instructional materials for his or her department.
- B. Instructional Departments will order instructional materials utilizing the system developed by the College in partnership with the bookstore vendor. At least every four (4) years, the Board shall review the College's mark-up on textbooks and other instructional materials sold through the bookstore to determine if the mark-up is appropriately balanced between affordability for students and other priorities identified by the Board.
- C. Requests for textbooks are to be made as soon as possible after the next semester schedule is completed. All requests should specify the course in which the textbooks are to be used.
- D. Deans, or their designees, will be responsible for acquiring textbooks for adjunct faculty.

Adopted: August 26, 2022

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