

Recommendations for Adoption of Required Instructional Materials

Faculty should take reasonable steps to minimize costs of instructional materials without compromising academic freedom or educational quality.

When selecting materials, faculty should consider the following recommendations to enhance affordability and accessibility:

1. Choosing alternative low or no-cost materials such as open educational resources (“OER”), library-licensed materials, and/or original content, in accessible formats, consistent with appropriate legal standards for accessibility and copyright law;
2. Providing multiple accessible formats for textbooks and required instructional materials, including, where applicable, paperback, loose-leaf textbook publication, older editions, ebooks, and/or audiobooks, in accessible formats, consistent with appropriate legal standards;
3. Consider cost and format limitations of assigning an electronic access code (such as online homework system, publisher websites, etc.) as the sole or additional instructional materials format;
4. Committing to a text and/or edition for at least four semesters and continue use as long as possible to allow student access to used books (and content converted to accessible formats through ACCESS);
5. Confirm the retail cost/price of materials and various pricing options, through appropriate communication with the bookstore (rather than relying solely on publisher estimates);
6. Consider the impact of material selection on the used market and buy-back process, such as the limitations of using loose-leaf and custom editions relative to the students’ ability to sell books back to the bookstore¹;
7. Avoiding bundling of materials unless all bundled materials are needed and there is a significant cost savings to students in bundling;
8. Adopting a common textbook across all sections of a course as appropriate, in order to increase student buy-back opportunities and used edition availability.

¹ The Mt. SAC Bookstore does not buy back loose-leaf and/or custom editions.

Once materials are selected, faculty should:

1. Adhere to bookstore requisition due dates in order to facilitate the use of student book vouchers and financial aid programs;
2. As appropriate, designate materials as “required” in order to ensure sufficient quantities available at the bookstore, and facilitate students’ ability to use financial aid, scholarship/grants, and book vouchers;
3. Communicate with the Library to ensure that information concerning course reserve copies are up to date.