Howard Community College (HCC) is committed to ensuring that textbook adoptions promote a high quality educational experience. HCC is also committed to minimizing the costs of textbooks for its students, which have increased substantially in recent years and have had a significant fiscal impact on students. Faculty should carefully consider the appropriateness of textbooks and other supplemental materials for each course (content, pedagogy, and teaching in the discipline), the cost to students, and factors that determine the cost. The importance of considering costs in textbook adoption decisions was addressed in the State of Maryland’s College Textbook Competition and Affordability Act of 2009.

University Best Practices Guidelines:

1. Educational Appropriateness: Textbooks and other supplemental materials assigned for use in coursework serve as important tools in the educational process. Faculty members should select textbooks and other materials that are suitable for the subject matter in a course, that support appropriate pedagogical approaches to teaching within a discipline, and that promote the goal of providing a high quality educational experience.

2. Prices of Textbooks: Publishers are required to provide information on prices of textbooks and supplemental materials, both in bundled and unbundled form, and for both the current edition and previous editions. Publishers are required to include information on substantial content revisions between current and previous editions. Publishers are also required to provide information on paperback or other alternative forms for materials and lists of textbooks that are classified as integrated textbooks. This provides the opportunity for faculty to obtain information on a variety of textbook choices. The HCC Bookstore will also provide price information to faculty. Faculty should take into account price considerations in making textbook decisions.

3. Early Adoption: To ensure textbook adoptions are made with sufficient lead time to confirm availability and, where possible, ensure maximum availability of used textbooks, faculty members (or textbook coordinators) should submit textbook and course material adoption information to the HCC Bookstore (See Textbook Adoption Process below) on the following schedule:

   - Fall Semester and Summer Session adoptions by April 15
   - Spring Semester and Winter Term adoptions by October 21

Faculty members assigned to a course after the deadlines above should make textbook selections on a timely basis.

   Early adoption of textbooks enables bookstores to pay students the most for their used books. It also enables bookstores to secure additional textbooks from the national book market and helps to ensure that textbooks will be on the shelves in time for the start of classes.

4. Content of New Editions and Consideration of Used Textbooks: Faculty should carefully consider the content of new versus existing editions of textbooks. Repeated use of the same textbook in a course provides opportunities for students to acquire used textbooks, which can often save students significant costs. In choosing between a new version and an existing

Adapted from the University of Maryland’s “University Best Practices for Textbook Adoption”
edition, faculty should consider whether content revisions warrant the cost differential that is often associated with using a new edition.

5. **Use of Required Items:** Faculty members should ensure that a significant portion of each assigned textbook will be used in the course. If supplemental materials are sold with the textbook (a practice called bundling), faculty members should be aware of the variance in price between the bundled and unbundled items. They should consider whether all parts of the bundle are intended for use in the course. Faculty may ask the bookstore whether it can obtain from the publishers only a subset of the bundled items. [Integrated textbooks are not considered bundled items for purposes of this policy. See definition below.]

6. **Alternative Approaches:** Faculty members may want to consider permitting students to purchase electronic versions of textbooks when available or to incorporate the use of online resources into course instruction wherever feasible or prudent.

**Textbook Adoption Process:**

All textbook adoption information, including the International Standard Book Number (ISBN), should be submitted to the HCC Bookstore by **April 15** for Summer and Fall classes and by **October 21** for Winter and Spring classes. HCC Bookstore staff are available for additional assistance at (443) 518-1400.

Textbook information may be provided to other vendors but **not in lieu of submitting it to the HCC Bookstore**. Once the textbook adoption information is verified, it will be posted online by the HCC Bookstore in compliance with HCC’s guidelines on textbook orders. Information posted will include title, author, publisher, edition, copyright date and publication date, ISBN, and anticipated enrollment for the course.

**Faculty Acknowledgement of Compliance:**

As directed by the provisions of the Textbook Affordability Law of 2009 and to ensure compliance with that law, faculty members must submit an acknowledgement of compliance by registering in HCC Express using index #1970 which serves as acknowledgement of compliance.
COLLEGE TEXTBOOK COMPETITION AND AFFORDABILITY ACT OF 2009

The State of Maryland’s College Textbook Competition and Affordability Act of 2009 has as its purposes to establish practices in higher education institutions in the State in which textbook selection reflects consideration of textbook prices and ways to reduce costs to students, that posts textbook decisions in a timely manner to help students in obtaining assigned books at the least cost, and promotes competition. The statute notes that textbook prices increased by more than twice the increase in overall inflation in the period 1986-2004. Faculty members are required to acknowledge understanding and consideration of the law before selecting a college textbook.

Selected Provisions in the Statute:

Best Practices:

Section (1)(C)(3). Each public institution of higher education in the State shall develop and implement a best-practices process for faculty in selecting college textbooks and supplemental material that:

I. ensures early adoption of college textbooks and supplemental material;
II. encourages the maximum usage of used college textbooks and of previous editions of college textbooks, when possible;
III. for undergraduate college textbooks, ensures that the majority of the assigned material will be used in the course unless it would be in the student’s financial interest to purchase separate materials; and
IV. ensures that faculty are aware of various outlets for the supply of college textbooks and supplemental material.

Requirements for Publishers:

Section (1)(E)(1). A publisher that sells college textbooks or supplemental material and provides information regarding a college textbook or supplemental material to a faculty member, other adopting entity in charge of selecting course materials, or the administration of an institution of higher education shall disclose with this information, in writing, by paper or electronic means:

I. the price of the college textbook or supplemental material;
II. the title, author, publisher, edition, current and three previous copyright dates, publication date when available, and ISBN of the college textbook and supplemental material, both as bundled and unbundled items;
III. substantial content revisions made between the current edition of the college textbook or supplemental material and the previous edition of the college textbook or supplemental material;
IV. other available formats for the college textbook or supplemental material such as paperback or unbound; and
V. a list of textbooks that are classified as integrated textbooks.

Adapted from the University of Maryland’s “University Best Practices for Textbook Adoption”
Faculty Acknowledgment:

Section (1)(D)(2). Before selecting a college textbook or supplemental material and before transmitting the selection to a campus bookstore, providing the selection to any other bookstore, or posting the selection on the website of the public institution of higher education, a faculty member shall acknowledge:

I(1). If selecting a different college textbook from a different publisher, the cost of the new selection versus the cost of the previous selection; or
I(2). If selecting a current edition of a college textbook,
   A. the differences in substantial content between the current edition of the textbook and
      the previous edition of the textbook as reported by the publisher under subsection (E) of
      this section;
   B. that the use of the current edition is appropriate due to a material change in substantial
      content between the current edition and the previous edition;
   C. the difference in price between the current edition of the textbook and the previous
      edition of the textbook; and
   D. that the previous edition of the textbook may be available to students at a lower price
      via the used book market.
II. That an integrated textbook is not subject to subsection (F)(3) of this section; and
III. That supplemental material included in a bundle is intended for use in the course.

Section (1)(E)(2). Faculty members acknowledge having been informed about the disclosures required of publishers under section (1)(E)(1) and the impact that the high cost of college textbooks and supplemental material has on students. (See Requirements for Publishers, previous page.)

Academic Freedom:

Section (1)(I). This section (referring to all of Section 1 of the statute) may not be construed to supersede the institutional autonomy or academic freedom of faculty members involved in the selection of college textbooks and supplemental material.

Definitions in the Statute:

Section (1)(A).
“Supplemental material” means educational material developed to accompany a college textbook that is not being used as a component of an integrated textbook. “Supplemental material” includes printed materials and electronic materials such as computer disks and web access codes.
“Bundle” means one or more college textbooks or other supplemental material that are packaged together to be sold as course materials for one price.
“Integrated textbook” means a college textbook that is combined with materials developed by a third party and that, by third-party contractual agreement, may not be offered by publishers separately from the college textbook with which the materials are combined; or other materials that are so interrelated with the content of the college textbook that the separation of the college textbook from the other materials would render the college textbook unusable for its intended purpose.

Adapted from the University of Maryland’s “University Best Practices for Textbook Adoption”