PURPOSE
Establish procedures for adopting course textbooks.

POLICY
Three (3) times per year, department heads are asked to submit textbook requests for course adoption by the Bookstore. Adoptions may be submitted through the Bookstore’s online website, FacultyEnlight, or by using the standard Textbook Adoption Form provided via email. It is the responsibility of the departmental secretary to provide the bookstore the email address of new faculty to ensure they are added to the email listing.

FacultyEnlight is located on the Bookstore’s website, http://jsu.bncollege.com, and can be found by selecting the “FACULTY” tab. FacultyEnlight gives faculty/departments the ability to research and adopt course materials in one convenient place, compare cost to student and identify format availability before adoption, read peer product reviews, and access past adoptions from the last three (3) years.

Textbook Adoptions are due before students are allowed to register for each semester.

- Around the first week of March for All Summer Terms
- Around the first week of March for Fall Term
- Around the first week of October for Spring Term

Textbook Requests
Book requests should be submitted by the deadline established by the Bookstore for each semester. This ensures JSU is compliant with the federal government’s requirements for textbook adoption posting as stated in the Higher Education Opportunity Act. Books requested at the last minute or after classes start require increased expense due to higher charges for two-day or priority shipping, as well as no
longer meeting HEOA guidelines. Additional expense is incurred when books have to be returned to the publisher due to overestimating the number of students anticipated, or cancelling titles last minute that were adopted for a term.

Textbooks are to be used a minimum of three (3) years. Exceptions to the three (3) year adoption policy must be approved by the appropriate academic dean.

Textbook Options
Students have the option of purchasing traditional textbooks, purchasing/renting digital textbooks, or renting traditional textbooks from the Bookstore.

More than 75% of titles are typically available in rental format. These textbooks cost approximately 80% less than new printed textbooks. Students can highlight text and make notes on pages throughout the semester – then when finals are over, return the book the Bookstore either in person or through the mail.

Textbook Returns
Books purchased from wholesalers must be returned within 60 days after the Invoice date. Publishing companies have various book return policies, ranging from no returns, to one year from time of purchase to return. Custom publishers allow a percentage of books to be returned, usually 20%. Therefore, books must be returned in a timely fashion in order to prevent books from becoming unusable.

After midterm, all books are pulled from the shelf and returned to the publisher or wholesaler. A record is kept of the returns and as credit memos are received, they are filed with the original invoices.

Textbook Buyback
The Bookstore has a perpetual buyback from the students. At the end of each semester during finals week, the Bookstore buys books back from the students with the help of a wholesale book company. Books are purchased for the store stock based on textbook adoptions received and any book the Bookstore cannot use can be purchased by a wholesaler if it is a current book used by universities across the country. The Bookstore will ship the book bought at wholesale guide price to that distributor for monetary reimbursement. The choice of the Bookstore staff to make the purchase is determined by the factors involved in buyback and the needs of the Bookstore.
Students receive cash for all textbooks sold back to the Bookstore. Students on athletic scholarship may not participate personally in textbook buyback per NCAA regulations.

**RESPONSIBILITY**
The Provost and Vice President for Academic Affairs is responsible for this policy.

**EVALUATION**
The policy will be reviewed biennially by the Associate VP for Business & Auxiliary Services.