

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Auxiliary Services Policy FO-AUX-02

PURPOSE: This policy outlines the requirements and procedures for textbook and course material adoptions and faculty members' participation in same.

POLICY: University faculty shall collaborate exclusively with and through the University Bookstore in acquiring all textbooks and other course materials.

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1. Procurement
2. Bearkat Bundle
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1. Procurement

- a. Departments, divisions, and employees of Sam Houston State University (SHSU or University) are prohibited from buying any course materials and selling them to students. University employees must order all course materials through the University Bookstore. Special circumstances requiring that course materials be purchased through a vendor outside of the University Bookstore are subject to prior written approval by the AVP of Auxiliary Services.

2. Bearkat Bundle Program

- a. All required textbooks, lab manuals, access codes, and electronic book versions will be made available to students through the Bearkat Bundle Program before the first day of class. Students retain the right to opt-out of the program at any time prior to the semester's registration deadline.

3. Textbook/Course Materials Adoptions

- a. Faculty or authorized department designees must upload textbook adoptions to the University Bookstore's software platform in accordance with the following deadlines:
 - i. On or before October 1 for the spring semester
 - ii. On or before March 1 for the summer semester
 - iii. On or before April 1 for the fall semester

4. Lab Manual & Course Packets

- a. Deans, chairs, or designees must contact Auxiliary Services to order custom course packets and lab manuals, in accordance with the following schedule:
 - i. On or before December 1 for the spring semester

- ii. On or before May 1 for the summer semester
 - iii. On or before June 1 for the fall semester
- b. All custom lab manuals and course packets will be produced by SHSU Print Services and distributed through the University Bookstore. Faculty must collaborate with SHSU Print Services for the development of custom course materials, including:
 - i. Development of course packets for faculty members
 - ii. Securing copyright clearances
 - iii. Printing/binding/distribution
 - iv. Sale of course packets through the bookstore
- c. Employee royalties from printed materials are subject to the prior written approval of the Provost's Office. Requests for approval shall be submitted to the Provost's Office in accordance with the following deadlines:
 - i. On or before September 1 for the spring semester
 - ii. On or before February 1 for the summer session
 - iii. On or before March 1 for the fall semester

5. Desk Copy

- a. Faculty members may request a complimentary desk/review copy of textbooks by contacting the publisher directly before classes begin. If a desk copy does not arrive by the first day of the semester, the instructor may request a loaned copy by emailing bearkatbundle@shsu.edu. Once approved by the Office of Auxiliary Services, the loaned copy may be picked up from the bookstore at no charge.

Other Related Policies: Texas State University System, Chapter V, Sections 4.84 and 4.85

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