



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 77.18, **Adoption and Sale of Textbooks and Related Materials**

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish a standardized approach for the adoption and sale of textbooks and related materials by the faculty.

REVIEW: This OP will be reviewed by May 1 of every even-numbered year (ENY) by the Associate Provost for Academic Affairs.

POLICY/PROCEDURE:

1. The deans of each school are responsible for developing and maintaining regulations and procedures regarding the sale of educational materials.
2. Educational materials include any instruments, devices, or printed or electronic publications used in the classroom, laboratory, or other instructional setting which are required to be purchased by the students. The pertinent TTUHSC operating policy to ensure understanding and a standardized approach regarding the handling of materials controlled by a copyright is [OP 57.02](#), Guidelines for the Educational Use of Copyrighted Works.
3. All educational materials must be sold to students through an established bookstore or copy shop or as authorized and approved by both the appropriate dean and the Associate Provost for Academic Affairs. If sales of educational materials are to be made to students through means other than an established bookstore or copy shop, a written request for exception must be prepared and routed through administrative channels to the appropriate dean. The written request must be approved by both the dean and the Associate Provost for Academic Affairs before such sales can occur.
4. Faculty members are encouraged to publish textbooks and other professional works. There is no prohibition against the use of such textbooks in classes taught by the faculty member or author provided the textbook has been printed by a recognized and reputable publishing house at its own risk and expense, has been made available for open sale, and has been approved for such use by a textbook committee appointed by the department or area head.
5. All educational material to be sold for use in the class or in laboratory work must be approved by the appropriate textbook committee. Departments that provide such instructional material must recover no more than the amount required to reimburse for costs of producing and using the material.
6. Under no circumstances may money be paid by a student to a teacher or instructor for any educational materials or services unless otherwise authorized and approved in advance by the appropriate dean and the Associate Provost for Academic Affairs.
7. A committee appointed by the Provost will render an advisory opinion or hear any appeal lodged with the President by either faculty, administrator, or student, in which a conflict of interest results from the sale of textbooks or other materials. The opinion of the committee is advisory to the Provost.
8. Refer to [OP 77.02](#) for more information related to availability of textbooks to students, including information regarding requirements to publish a list of textbooks no later than the 30th day before the start of classes.