



<b>Policy Title: Textbook Sales Policy</b>	<b>Effective Date: 9/16/2011</b>
<b>Policy Number: FA-PO-1204</b>	<b>Date of Last Review: 2/9/2023</b>
<b>Oversight Department: University Services</b>	<b>Next Review Date: 2/1/2026</b>

## 1. PURPOSE

The *Textbook Sales Policy* for Radford University (University) sets forth requirements for textbook sales in order to comply with federal and state regulations and to encourage efforts to minimize the cost of textbooks to students while maintaining academic freedom and the quality of

packaged together to be sold as course materials for one price.

**Integrated textbook:** A college textbook that is combined with materials developed by a third party and, by contractual agreement, publishers may not offer the textbook and materials separately; or materials that are combined with the content of the textbook to such an extent that the separation of the textbook from the materials would render the textbook unusable for its intended purpose.

**Supplemental material:** Educational material developed to accompany a textbook such as printed materials, computer disks, website access or electronically distributed materials that are not being used as a component of an integrated textbook.

with the exception that the employee may receive (i) same instructional material; and (ii) royalties or other compensations that include such instructor's own writing or work.

- B. The University will make provisions for the availability of required textbooks to students otherwise unable to afford the cost.
- C. The University will ensure that no funds provided for financial aid from University Bookstore revenues are included in the calculation for state appropriations for financial aid.

## 5. PROCEDURES

### A. University Bookstore

1. The University Bookstore will develop a process to work collaboratively with the campus community for the adoption of textbooks and supplemental materials which ensure timeliness and availability.
2. Centralized listings of textbooks and supplemental materials required or assigned for particular courses will be available on the University Bookstore website after the relevant faculty member, instructor or academic department notifies the University Bookstore. For each particular course, the University Bookstore will post the International Standard Book Number (ISBN) along with other relevant information.
3. The University Bookstore will be encouraged

**7. APPENDICES**

None

**8. REFERENCES**

[2008 Higher Education Opportunity Act](#), Section 133, "Textbook Information."

[Code of Virginia § 23.1-1308](#), "Governing board procedures; textbook sales and bookstores."

**9. INTERPRETATION**

The authority to interpret this policy rests with the President of the University and is generally delegated to the Chief Financial Officer & Vice President for Finance and Administration.

**10.**