Tallahassee Community College recognizes the financial impact that the cost of textbooks has upon students. The college faculty and staff will make every effort to help control those costs by ordering only those materials needed for a particular class, by unbundling materials, and by offering students options for the acquisition and purchase of required texts and ancillary materials including open access texts, e-books and a rental program. The college will continue to implement options to keep textbooks affordable.

All college textbook selection/discontinuance policies will be in compliance with the Higher Education Opportunity Act.

Selection/Discontinuance Policies

The choice of textbooks is a divisional responsibility with the actual selection being a function of the faculty teaching a specific course.

Upon approval of an adopted text(s) for a course, it is understood that this adoption shall remain in effect for two full calendar years. Only in urgent cases may permission to discontinue a text be granted at an earlier date. Such permission must be granted by the appropriate dean/division director.

Selection/Discontinuance

After collaboration, the faculty member(s) concerned make a recommendation to the dean/division director. Requests that have been approved will be transmitted to the bookstore by the dean/division director.

The following schedule applies:

1. Textbook discontinuance - no later than February 15th, April 1st of the preceding year
2. New textbook selection - no later than February 15th, May 15th of the preceding year
3. If courses are added after this date, textbooks for those courses should be adopted as soon as possible
4. If the college determines that information regarding book selection is not available or that
posting this information is not practical, then the college must post “to be determined” for that course.

5. If materials are ordered as a bundled package, instructors in the discipline area must confirm that all materials will be used.

6. Faculty members may not require students to purchase materials other than those authorized in advance by the dean/director for the specific course.

All requests must be made on the Textbook Request Form, which is available in the division office.

76. Textbook selections must be posted no later than 30 days prior to the start of registration.

Textbook Evaluation Criteria

The general criteria for evaluating textbooks are the following.

1. The author(s) should have training and experience in the subject matter, field about which he/she is writing. Style should be smooth, readable, clear, and dynamic without sacrifice of content.

2. The scope and sequence of material should be consistent with the valid findings of recent research. The subject matter should be meaningfully related to student needs, experiences, interests, and levels of comprehension.

3. When applicable, the contents of texts should reflect the culture of varied ethnic groups at different socioeconomic levels.

4. Vocabulary, sentence and paragraph structure, and concept levels should be suitable for the students who will use the text.

5. Maps, graphs, charts, photographs, line drawings, and other graphic representations should be related functionally to the content of the text. Illustrations should extend and expand the text, not merely echo what has been said in print.

6. The format should facilitate the use of the text. The size of type, spacing, and margins should ensure maximum legibility.

7. Exercises and activities to help the student synthesize, review, and summarize the content should be included.

8. The content should be accurate, valid, and up-to-date.

9. Content related to religion should be offered objectively and forthrightly as an integral part of the study of literature, history, science, or any other subject in which it is important to the understanding of the discipline to develop a comprehension of the role religion has played in the growth and development of cultural values in both America and other nations.

10. When applicable, the text should have a complete table of contents, a preface, effective summaries, reviews, evaluative materials, a glossary, a bibliography, and a complete
index arranged for easy reference.

11. Suggestions for study included in the text should not only promote an understanding of the materials presented but also stimulate original thinking.

12. When appropriate, supplementary instructional material, such as suggestions for additional activities, recreational and vocational readings, and well-selected audiovisual materials, should be included. If materials are ordered as a bundled package, instructors in the discipline area must confirm that all materials will be used.

13. Specific criteria for selection of a text should be developed by the faculty member and/or the dean/division director.

Textbook Appeal  This is a procedure and should be moved to the procedures manual

The District Board of Trustees believes that the selection of instructional materials is a professional responsibility of the administration of the College. Nevertheless, interested citizens may wish to express themselves with reference to instructional materials selected, including library books, reference books, and textbooks.

In the event persons wish to express their views on textbooks used at the College, the following conditions and procedures shall be enforced.

1. All complaints and/or comments shall be presented in writing to the Vice President for Academic Affairs for study and evaluation.

2. The written complaints/comments should contain the following information:
   a. Title of the book
   b. Name of the author
   c. Name of the publisher
   d. Citation by page of passages in question. (Isolated statements quoted out of context will not be accepted as evidence against a book.)
   e. A brief description of the effect that the questionable content is assumed to have on the students
   f. Specific documentation of source material that presents correct fact, when objection is based upon error of fact in the textbook
   g. Identification or description of support of the opinion when objection is based on the opinion of the evaluator(s)