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**Effective:** October 1997

**Faculty Policy**  
**TEXTBOOK SELECTION GUIDELINES**

**Approved:** October 1997  
Deans' Council, Faculty Senate

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The guidelines for the selection of textbooks are as follows:

1. Faculty are urged to be considerate in the choice of text for class use.
2. It should be recognized by faculty and administration that there are some courses in which a textbook is not necessary.
3. If a text is required by the professor and ordered through the bookstore, every effort should be made by the professor to use it.
4. Departments are urged to encourage consultation among the staff teaching multiple sections of the same course to arrive at an agreeable range of texts for all sections.
5. A serious attempt should be made on the part of all faculty to use each textbook for at least two (2) semesters before changing.
6. Departments are urged to invite the University store manager to department meetings to discuss the store's role in textbook cost and selection.
7. The University store is urged to continue to pursue means to keep the costs of texts at the lowest possible level.