



## **TEXTBOOKS AND OTHER REQUIRED INSTRUCTIONAL MATERIALS**

### **A. Textbooks**

The procedure for adoption of a new textbook or a new edition of a previously approved textbook is as follows:

1. The instructor initiates the request on the official Textbook Approval form, Part A. (Forms are available in the Instructional Office.) A copy of the textbook is required for new textbooks, but not for updated editions of previously approved textbooks.
2. The request with a copy of the textbook is submitted to the appropriate division for approval, Part B. (Completion of Part B is not required for a new edition of a previously approved textbook.)
3. A copy of the new textbook is submitted to the Vice President of Instruction, who examines the textbook and approves or disapproves it, Part C. (An examination copy is not required for new editions of previously approved textbooks.)
4. Upon approval by the Vice President of Instruction, the Bookstore Manager is authorized to place the textbook order.

Each April, the Vice President of Instruction will make a report to the Board of Trustees regarding the new textbooks adopted during the academic year.

It is understood that textbooks used in transfer courses will be closely equivalent to the texts used in California State University or University of California courses which they parallel. The instructor will secure pertinent information before making his/her initial request for a particular textbook. Information should be gathered regarding pricing and the availability of the textbook in "alternative text" format. If the text is available in .pdf, .doc, .rft, or .txt format, a copy of the alternative text format should be ordered along with the textbook. If an alternative text format is not available contact Jack Gallon, High Tech Access Specialist, extension 7849 with that information.

It is also the policy, as long as the district continues to rent textbooks to students, that such books will be used for a minimum of three years, unless there are particular circumstances which make this requirement impractical. Core textbooks that are not consumable are rented. Secondary textbooks and consumable textbooks are to be purchased by students.



One week before the start of the semester, students may check out rented textbooks and/or purchase textbooks from the Student Store. Students will be required to show verification of enrollment.

## B. Required Instructional Materials

Students attending Taft College are expected to purchase required instructional materials. Required instructional materials are those which a student must have to achieve the required objectives of a course which are accomplished under the supervision of an instructor during class hours. Ordinarily textbooks would be excluded from this procedure at Taft College (see above).

The following conditions must apply:

1. The materials must have “continuing value” to the student. This means that the materials can be taken from the classroom setting, and they are not rendered valueless as they are applied in achieving the required objectives of the course which are accomplished under the supervision of an instructor during class hours.
2. The materials are not solely or exclusively available from the district.

The procedure for obtaining the approval for required instructional materials is as follows:

1. Prior to each term, the instructor files the required instructional materials form with the Student Store.
2. The Vice President of Instruction examines the form and approves or denies the request.

A list of required instructional materials, their approximate costs, and possible sources of purchase will be included in the registration information given to students at the beginning of each term.