

**RESOLUTION TO APPROVE REVISED UNIVERSITY POLICY REGARDING  
TEXTBOOKS AND OPEN EDUCATIONAL RESOURCES IN COMPLIANCE WITH  
AMENDED CODE OF VIRGINIA §23.1-1308**

**WHEREAS**, in compliance with the Code of Virginia §23.1-1308, the Board of Visitors directed the university's administration to amend and/or implement, as appropriate, policies, procedures, and guidelines addressing the use and procurement of textbooks and open educational resources; and

**WHEREAS**, Virginia Tech has policies and procedures regarding the procurement and use of textbooks in accordance with the federal Higher Education Authorization Act, Public Law 110-135 (HEOA 2008), and the Code of Virginia; and

**WHEREAS** open educational resources are freely and publicly available teaching, learning, and research resources that reside in the public domain or have been released under an intellectual property license that permits their free use and repurposing by others; and

**WHEREAS**, the University Libraries is a leader in the production and management of open educational resources;

**NOW, THEREFORE, BE IT RESOLVED**, effective July 1, 2019 and in accordance with Code of Virginia §23.1-1308 the Board of Visitors approves revised Policy on University Textbook Sales (No. 6400); and

**BE IT FURTHER RESOLVED**, that guidelines that outline the use of low-cost and no-cost open educational resources including textbooks will be shared with the Board of Visitors once approved by appropriate university governance bodies.

**RECOMMENDATION:**

That the Board of Visitors approve the resolution regarding textbooks and open educational materials.

June 3, 2019



## Virginia Polytechnic Institute and State University

### Policy on University Textbook Sales

#### No. 6400

#### Policy Effective Date:

~~8/1/2006~~

07/01/2019

#### Policy Owner:

Cyril Clarke

#### Policy Author:

(Contact Person)

#### Affected Parties:

Undergraduate

Graduate

Faculty

Staff

#### 1.0 Purpose

#### 2.0 Policy

#### 3.0 Procedures

#### 4.0 Definitions

#### 5.0 References

#### 6.0 Approval and Revisions

## 1.0 Purpose

This policy provides guidelines and procedures addressing textbook sales by the Virginia Tech Bookstores. The policy addresses action by the General Assembly of Virginia, Section ~~23-4.3.1~~ 23.1 – 1308 Code of Virginia.

## 2.0 Policy

While the adoption of course textbooks is a function of the individual faculty and his or her department, certain University standards must be met. In order to provide the orderly and cost-effective adoption of various course books and materials, the following are enacted:

1. Selection of textbooks and other materials for adoption shall be made available to the Bookstore no later than April 15, for materials and books required for any fall semester class. For the spring semester of any year, the deadline shall be October 15 of the year immediately preceding the spring semester.
2. In the textbook adoption process, the intent to use all items ordered, particularly each individual item sold as a part of a bundled package, shall be affirmatively confirmed by the faculty member. In the event that the faculty member does not intend to use each item in the bundled package, such faculty member shall notify the Bookstore so that the most cost-effective procurement for the University and the student can be utilized.
3. The faculty member shall affirmatively acknowledge the Bookstore's quoted retail price of textbooks selected for use in each course.
4. Faculty members are encouraged to limit their use of new edition textbooks when previous editions do not significantly differ in a substantive way, as may be determined by the appropriate faculty member.
5. Financial aid calculations shall continue to include a component for textbook costs. Students who are not receiving financial aid through the Office of University Scholarships and Financial Aid and who represent that they cannot afford textbook costs shall be referred to the Office of University Scholarships and Financial Aid for assistance. Before adoption of a particular textbook, the respective department adopting such book shall determine that a copy of the textbook is on reserve in the University Library during any period that the textbook is to be used.
6. In accordance Section 23.1 – 1308 Code of Virginia the University has adopted guidelines for the use of low-cost and no-cost open educational resources in courses offered at the university. Such guidelines may include provisions for low-cost commercially published materials. These guidelines are available on the [University Libraries Open Education Resources webpage](#).



## Virginia Polytechnic Institute and State University

### 3.0 Procedures

The Virginia Tech Bookstores, operated by Virginia Tech Services, Inc., an auxiliary service of the University, provide the functions to be in compliance with the revised textbook sales law. Virginia Tech Services, Inc. will compile, publish, keep and maintain the requisite information required on the appropriate University website.

The Office of University Scholarships and Financial Aid determines annually a cost of attendance figure used in the calculation of financial need. Included in that calculation is an average textbook cost. Students who qualify for and receive financial aid may receive funding to purchase textbooks. For students who do not qualify for or seek financial aid, a short-term loan fund is available against which the student can borrow to purchase textbooks.

### 4.0 Definitions

**Textbooks** are defined as published materials in print which are approved by the faculty for use in University courses.

**Virginia Tech Services, Inc.:** an auxiliary service of Virginia Polytechnic Institute and State University

**Virginia Tech Bookstores** are owned and operated by Virginia Tech Services, Inc.

### 5.0 References

~~§23-4.3:1 of the Code of Virginia as amended, Chapter 561 approved April 4, 2006~~  
~~<https://law.lis.virginia.gov/vacode/title23.1/chapter13/section23.1-1308/>~~

§23.1 – 1308 Code of Virginia, Chapter 752, approved April 4, 2018.  
<https://legiscan.com/VA/text/HB454/id/1784322>

University Libraries Open Education Resources Website  
<https://guides.lib.vt.edu/c.php?g=10479&p=53700>

### 6.0 Approval and Revisions

Approved August 1, 2006 by the University Provost and Vice President for Academic Affairs, Mark G. McNamee.

Approved August 28, 2006 by the Virginia Tech Board of Visitors.

Approved xxxxxx by the Executive Vice President and Provost, Cyril R. Clarke.

Approved June 3, 2019 by the Virginia Tech Board of Visitors.