



Textbooks and Course Materials Procedure

Procedure Number: 213P

Responsible Office: Academic Affairs

Forms: N/A

Effective Date: 08/22/24

Date Last Reviewed: 08/22/24

1. Purpose

In accordance with the Code of Virginia (Sec.23.1-1308), Northern Virginia Community College encourages efforts to minimize the cost of textbooks for students while maintaining the quality of education and academic freedom.

2. Definitions

Open Educational Resources (OER): Open Educational Resources (OER) are 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 re-purposing by others. Open educational resources include full courses, course materials, modules, textbooks, streaming videos, software, and any other tools, materials, or techniques used to support access to knowledge.

Customized Publication: a textbook, student planner, etc. that includes a certain amount of unique NOVA material printed in it.

3. Procedure

Each academic dean or designee is responsible for ensuring that course materials are ordered in a timely manner and adhere to reasonable standards of cost. Faculty should affirm the cost of each text and any use of bundled packages of course materials. The division dean/designee will submit orders for textbooks and materials directly to the appropriate campus bookstore. Copies of textbook orders sent to the bookstore should be maintained in the division office or NOVA Online for two years.

Desk copies of textbooks for faculty members will be ordered directly from the publisher by each division dean. If a publisher does not provide desk copies of textbooks, the division should place an order for the number of textbook copies required for the faculty in that division. These books will then be issued to the division for use by the faculty member. The cost of these textbooks shall be charged to the appropriate division.

Textbooks, once adopted, shall be used for a minimum of two years. More frequent changes may be approved by the dean in unusual circumstances. Disciplines are encouraged to the same basic textbook for all sections offered college-wide, unless OER materials are adopted.

Faculty at NOVA are encouraged to incorporate OER materials into their course sections as best meets their course and learning objectives. See Policy 212 for more detail.

No employee shall demand or receive any payment, loan, subscription, advance, deposit of money, services, or anything, present or promised, as an inducement for requiring students to purchase a specific textbook. However, such employee may receive (i) sample copies, instructor's copies, or instructional material not to be sold and (ii) royalties or other compensation from sales of textbooks that include such instructor's own writing or work. Faculty members shall notify and receive approval in writing from their pathway dean before requiring students to purchase books or instructional materials in which the faculty member holds property rights.

Non-OER instructional materials produced and self-published by a faculty member directly through College Print Services or online platforms must be made available to students through the bookstore.

Texts customized with NOVA material should consist of substantial academic materials that build upon the materials presented in the basic text. The NOVA material should not consist primarily of information generally available to students in other NOVA publications, College photographs and logos, or other materials that have little bearing on the course itself. Use of the College logo must comply with the [Institutional Identity Guidelines](#). College faculty and staff, working on College time, will not support commercial publishers in the effort to gather and format College material, other than to transmit those materials in currently existing formats.