

West Virginia University Parkersburg Board of Governors

POLICY E-48
BOOKSTORES, TEXTBOOKS, AND OPEN EDUCATIONAL RESOURCES

Section 1. General

- 1.1. Scope: Policy regarding Bookstores, Textbooks and Open Educational Resources (OER) at West Virginia University Parkersburg.
- 1.2. Authority: [W. Va. Code § 18B-1-6](#) and [§ 18B-10-14](#); and the federal Higher Education Opportunity Act, [20 USC § 1015b](#).
- 1.3. Effective Date: January 7, 2025
(Replaces version dated October 22, 2010)
This Rule amends and replaces Board of Governors Policy 48: Textbook Affordability, which was effective on February 4, 2011, and any other internal University policy or procedure which relates to the subject matter contained within this Rule.

Section 2. Purpose

The purpose of this policy is to ensure that appropriate, high quality, and affordable Educational Materials are selected for courses offered by the University. Accordingly, this Rule outlines the guiding principles for the selection, adoption, use, sale, and delivery of Educational Materials.

Section 3. Establishment of Bookstore(s)

- 3.1 The President of West Virginia University Parkersburg or his/her designee will establish a procedure for the establishment and operation of a bookstore to sell books, stationary and other school and office supplies generally carried in college bookstores. The College will manage its bookstores in compliance with West Virginia Code § 18B-10-14 135 C.S.R. 51, *Bookstores and Textbooks*.

Section 4. Federal Procedural Requirements

- 4.1. This policy addresses the federal mandates regarding textbooks contained in the Higher Education Opportunity Act of 2008 ([Public Law 110-315](#)):
 - 4.1.1. Textbook publishers soliciting any employee of the governing board to select textbooks or supplemental course material will provide that employee, in writing:
 - 4.1.1.1. The price of the textbook and supplemental course materials;
 - 4.1.1.2. The copyright dates of the three previous editions, if any;
 - 4.1.1.3. A description of substantial content revisions from the previous editions;

4.1.1.4. Whether the textbook is available in other lower cost formats and, if so, the price to the institution and the general public;

4.1.1.5. The price of textbooks unbundled from supplemental material; and

4.1.1.6. The same information, to the extent practicable, for custom textbooks.

4.1.2. No employee of the governing board will select or assign a textbook or supplemental course materials if the publisher has not supplied the information, in writing, required by Section 5.1.1 of this rule.

4.1.3. The institution will provide on its electronic course schedule and through a link to its bookstore's website, prior to course enrollment each semester for all required or recommended textbooks and supplemental material:

4.1.3.1. The ISBN number and retail price, or if the ISBN number is not available then the author, title, publisher and copyright date.

4.1.3.2. If such disclosure is not practicable, then the designation "To Be Determined."

4.1.3.3. A reference will be made on any written course schedule to the information available on the electronic course schedule accessible through the institutional website and the internet address for the electronic course schedule.

4.1.4. The institution will include on its website or through a link to its bookstore's website and electronic course schedule any of its policies or provisions for:

4.1.4.1 Rental of textbooks;

4.1.4.2. The purchase of used textbooks;

4.1.4.3. Textbook repurchase or buy backs; and

4.1.4.4. Alternative content delivery programs.

Section 5: Educational Materials Affordability Committee.

5.1. The President will establish an Educational Materials Affordability Committee consisting of faculty, students, administrators and bookstore representatives which will meet periodically, but at least annually, to advise the faculty senate, student government, administration, and Board of Governors on affordability issues and initiatives, textbook selection guidelines and strategies, and educational opportunities.

Section 6. Required Provisions.

6.1. This policy establishes the following guidelines for faculty in the selection of textbooks and supplementary course materials that ensure the College selects appropriate, high quality course materials while also giving students timely access to the most affordable materials. To the maximum extent practicable,

6.1.1. Faculty are strongly urged to select textbooks in which at least 50 percent of the content will be used in the course unless the students can use the same textbook in other courses;

- 6.1.2. Faculty are strongly urged to select textbooks that have low cost alternative editions available;
- 6.1.3. Faculty are strongly urged to select textbooks they believe will not be revised by the publisher in the near future;
- 6.1.4. Faculty are encouraged to consider utilizing OER course materials to faculty and students free or at low cost;

Section 7. Open Educational Resources (OER) Policy.

- 7.1 **WVU Parkersburg** supports the use of **Open Educational Resources (OER)** as part of our commitment to reducing the cost of educational materials for students and promoting access to high-quality, openly licensed content. OER materials, including textbooks, articles, videos, and other resources, are available at no cost or a significantly reduced cost to students.
 - 7.1.1 **Availability of OER Materials:**

Faculty members are encouraged to adopt OER materials for their courses. When OER resources are used, the faculty member will assist in making digital or print versions available to students.
 - 7.1.2 **Cost Savings and Affordability:**

The use of OER allows students to access course materials at little or no cost. Faculty work with division deans if they choose to identify and source OERs, ensuring students have affordable options for their required course materials.
 - 7.1.3 **Support for Faculty and Students:**

Faculty members ensure OERs are accessible in chosen formats. Additionally, faculty provide students with guidance on accessing and utilizing OERs to enhance their learning experience. The institution will provide support through funding (when available), training, and technical assistance to help faculty identify, adopt, and develop OER.
 - 7.1.4 **Sustainability and Innovation:**

By promoting OER, the college encourages sustainable educational practices, reducing the financial burden on students and fostering an innovative learning environment.