I. Policy

This policy applies to printed course materials used by Luther College faculty. The decision on whether or not to use course materials and what course materials are to be used is the decision of the individual faculty member.

II. Scope

This policy applies to all college faculty and covers the use of printed materials in the classroom.

III. Terms and Definitions

- Academic term – Luther College has five academic terms – Fall Semester, January Term, Spring Semester and two summer sessions
- Luther Book Shop – The College Book Shop is owned and operated by Luther College. The store resells the printed academic materials for the classroom. The College uses the net income from the store for educational purposes.
- Adopted textbooks – a textbook chosen by a faculty member to be used in their course.
- Desk copy – a copy of a textbook adopted for a course that is generally provided free to the faculty member by the publisher.
- Textbook Request Form – forms provided by the Luther Book Shop asking the faculty member for required and optional course material information.
- Course anthologies – classroom packets created from different sources.
- Lab manuals – printed material used in lab work.
- Book buyback – textbooks bought from students by the College Book Shop or a textbook wholesaler.
- Copyright Clearance Declaration – a document that is signed by each faculty member who submits a lab manual or course anthology. By signing this document, the creator is acknowledging the material used falls under Fair Use or Public Domain or the work is copyrighted and permission is granted to duplicate and distribute.

IV. Procedures and Guidelines

A. The Luther Book Shop sends textbook request forms to faculty for information regarding all required and optional course materials.
- Requests for the next academic session will be made to faculty eight weeks before the end of the present semester. All orders are due two weeks prior to student registration. It is important to receive the course orders in a timely manner. The store needs time to enter the data for
buyback and ordering. Luther College students are a prime source for textbooks. Buyback not only provides money for the student but it provides students with less expensive books in the coming term.

B. The Book Shop will print the course anthology. The store needs to be given a clean copy for printing. All necessary copyright permission is the responsibility of the faculty member to obtain. Copyright permissions are to be submitted at the same time as the anthology and the faculty member will be asked to sign the Copyright Clearance Declaration. Printing costs and copyright fees will be paid by the Book Shop. The cost of the anthology is based on the printing cost, a margin on the printing cost and any copyright fees. The faculty member will receive the originals back as well as a desk copy, if requested.

C. Faculty-created lab manuals that are for resell should be given to the Book Shop for reprinting. Any necessary copyright permission is the responsibility of the faculty member to obtain. All necessary copyright permissions should be submitted at the same time as the manual and the faculty member will be asked to sign the Copyright Clearance Declaration. All printing costs and copyright fees will be paid by the Book Shop. The cost of the lab manual is based on printing cost, a margin on the printing cost and any copyright fees. The original manual will be returned to the faculty member as well as a desk copy, if requested.

D. Desk copies of adopted textbooks are the responsibility of the individual faculty member to obtain. The Book Shop can provide the publisher contact information but is prohibited by the publisher to obtain desk copies. If the publisher will not provide a desk copy, a copy of the textbook may be purchased from the Book Shop. The faculty member’s academic department will be charged for the book.

E. If a textbook is cancelled by a faculty member and the books have already been received by the Book Shop, the academic department is responsible for the cost of the books.
   - If the books are returnable to the publisher, the academic department will be charged the cost of in/out freight.
   - If the books are non-returnable due to publisher policy, the academic department will be charged the cost of the book.
   - The academic department will be charged for any books bought at student buyback.
   - For books that are purchased by the department, the Book Shop, if requested, can try to sell them to wholesalers and subtract that amount from the original charge.

F. Faculty are not to resell course materials in the classroom.

G. Faculty may adopt course-use textbooks they have authored.

V. Confidentiality and Record

The Luther Book Shop keeps course request records for two years.