

**SUNY Potsdam**  
**Policies on Textbook Access and Affordability**

To comply with the Higher Education Opportunity Act (HEOA), effective July 1, 2010, and the New York Textbook Access Act (Education Law § 720 *et seq.*), effective July 1, 2009, SUNY Potsdam (hereinafter “College”) has adopted the following policies regarding:

*1. Textbook requisition*

College faculty members shall place their textbook orders with The College Store (hereinafter “bookstore”) by **March 15** for the summer session and fall semester and by **October 15** for the Winterim session and spring semester. These dates are chosen to allow bookstore staff sufficient lead time before the start of each semester/session to confirm the availability of course materials and, when appropriate, the availability of used textbooks or alternate digital formats. If a faculty member does not wish to use a textbook or uses other materials including Open Educational Resources (OER), this information must be provided to the bookstore as well. The bookstore will make every effort to fill the order as requested by the faculty member.

*2. Notification of textbook information to students*

The College’s on-line student course registration system (BearPaws) shall display a link to textbook information (and other required materials, if applicable) for each scheduled class. The information displayed for each course shall consist of the following:

- a. For courses with required and/or recommended textbooks and/or materials, the textbook author, title, ISBN, price, edition, and whether the selection is required or recommended will be displayed.
- b. For courses without required and/or recommended textbooks, the phrase “No Book Required” will be displayed.
- c. For courses where other course materials are required (individualized by student), the phrase “See instructor for information” will be displayed.
- d. For courses for which no order has been received, the phrase “Yet to be determined” will be displayed.
- e. For courses using OER materials, the following information will be displayed as appropriate and available: author, title, ISBN, publisher (OER).

The College and its bookstore shall make best efforts to notify students as to the availability of the following: textbook rentals, used textbooks for purchase, textbook buyback programs, alternative content delivery programs (e.g., e-texts) and other cost saving strategies.

*3. Liaisons between departments and the bookstore*

Each academic department shall identify a bookstore liaison to help coordinate timely submission of textbook orders and to follow-up on late orders.

#### *4. Informing faculty*

The College President or his/her designee shall keep faculty informed of their obligations under the current textbook laws and provide them with information regarding options for reducing textbook costs to students.

#### *5. Allowable compensation*

No College faculty member, administrator or employee shall demand or receive any payment, loan, advance, goods, or deposit of money, present or promised, for adopting specific course materials required for course work or instruction, except as follows:

- a. Sample copies, instructor's copies, or instructional material, that are not to be sold;
- b. Royalties or other compensation from sales of textbooks that include an instructor's own writing or work;
- c. Honoraria for academic peer review of course materials; or
- d. Compensation for training in the use of course materials and learning technologies.

#### *6. Academic freedom*

These policies shall not supersede faculty members' academic freedom in the selection of course materials for use by students.

Adopted 22 February 2010  
Updated 24 October 2019