

I. Overview

UACCB complies with Act 175 (2007) which mandates that required textbooks be posted on the campus website by the following dates:

- April 1 for summer and fall semesters
- November 1 for spring semester

UACCB Division Chairs and Director of Distance Learning (DDL) are responsible for submission of required textbook orders in a timely manner. The Bookstore Manager provides a textbook adoption form to be used for requests (attached)

II. Practice

1. The Bookstore Manager notifies the Division Chairs/DDL of deadlines for submission of book orders for upcoming semester. Typically the submission date is one month prior to the legislative mandated reporting date.
2. The Division Chairs/DDL work with their respective faculty members to determine textbook choices and number required for upcoming semester. Division Chairs/DDL submit all book orders for their area to the bookstore by the requested date.
3. Division Chairs/DDL or designated assistants make publisher desk copy/review requests on behalf of full-time faculty or adjuncts as needed.

III. Clarifying Points

1. UACCB Division Chairs/DDL make every effort to ensure that textbook editions do not change unless necessitated by publisher supply or curriculum changes.
2. Faculty at UACCB will not solicit textbooks from publishers for personal use or unintended use by others. Solicitation will only be for adoption consideration.
3. The Director of the Student Success Center acquires desk copies and/or older editions of textbooks for tutoring in the Student Success Center.
4. Faculty will make every effort to keep textbook costs down by calculating cost into the book selection process, making electronic or custom copies an option, and accepting student use of older editions where applicable.
5. If no longer teaching courses for UACCB, adjunct instructors are expected to return textbooks to their respective Division Chair/DDL. This may vary for online adjuncts if mailing costs outweigh the book value.
6. Division Chairs/DDL will monitor book selection to ensure that like courses use the same textbook. Exceptions to this may include online courses and supplemental text requirements.



UACCB Bookstore

Independence Hall Textbook Requisition

Phone: (870)612-2029
 Fax: (870) 612-2075
 Email: Luanne.barber@uaccb.edu
 Adopt online at www.uaccb.edu

Act 175 textbook compliance dates:

- April 1 for Fall Requests
- Nov. 1 for Spring Requests
- April 1 for Summer Requests

Book requests should be considered firm and NOT subject to change for the term reported.

Check the semester you are reporting:

- Fall Term, _____
- Spring Term, _____
- 1st Summer Term, _____
- 2nd Summer Term, _____

Please Include ISBN(s) When Available

Subject Heading	Catalog or ISIS #	Sec.(s)	Author	Title/ISBN	Ed./©	Publisher	Req/Opt	Class Size	Instructor

Supplies, Technology Products, or Comments: _____

If any course is cross-listed with another, please list: _____ (Example: SPC-1003-001)
 Date: _____ Signed: _____ Dept: _____

Instructor or Dept. Head