



ADMINISTRATIVE PROCEDURE MANUAL			
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	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
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## Purpose

The purpose of this procedure is to describe the processes the College uses to comply with Section 1004.085, Florida Statutes and State Board Rule 6A-14.092(3) “Textbook and Course Material Affordability and Transparency”, relative to textbook affordability and the adoption of student textbooks and other instructional material.

## Procedure

- A. A private corporation under a management contract, which the College awards on a periodic competitive Request for Proposal (RFP) basis, operates the bookstores at each Florida State College at Jacksonville (FSCJ) campus and the Deerwood Center.
- B. Each faculty member must submit an electronic adoption that includes the author, title, publisher, edition, and ISBN. The faculty member must also indicate whether procurement of the text and materials by the student is required or optional. In some cases, (e.g., to execute a departmental adoption, to meet a statutory deadline), the appropriate Academic Department staff may submit the adoption on behalf of the assigned faculty member.
- C. Pursuant to Section 1004.085(4), Florida Statutes and State Board Rule 6A-14.092(3) “Textbook and Course Materials Affordability and Transparency”, the person submitting the adoption must submit and maintain, for record, before each instructional material adoption is finalized, an electronically submitted adoption certification for each class section attesting:
  1. That all textbooks and other instructional items adopted will be used, particularly each individual item sold as part of a bundled package, and
  2. They have evaluated the extent to which a new edition differs significantly and substantively from earlier versions, and confirmed there is significant academic value of changing to a new edition or earlier versions are no longer available from the publisher.
- D. To ensure adoptions are made with sufficient lead time to confirm availability of requested materials and ensure maximum availability of used textbooks the faculty member must submit the required electronic adoption via the instructional material adoption portal, 75 days prior to the start of each session or as soon as is practicable for late added sections.
- E. College faculty members shall ensure full compliance with the restrictions defined in Section 1004.085, Florida Statutes.
- F. Pursuant to Section 1004.085, Florida Statutes, the contracted bookstore shall prominently post to their website, as early as feasible, but not less than forty-five (45) days prior to the first day of the class, a list of each textbook required for each class offered by the College during the upcoming term.

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The listing shall include the ISBN, title, author(s), publishers, edition number, copyright date, published date, retail price(s), or indicate that a section has either a no instructional materials requested or that no-cost open education resources have been adopted.

- G. College faculty and academic departments are requested to participate in the development, adaptation, and review of open-access textbooks, and in particular, open access textbooks for high-demand general education courses.

REFERENCES: F.S. 1001.64, 1001.65, 1004.085, SBE Rule 6A-14.092

Adopted Date: May 1, 1981

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