



Blue Mountain Community College *Administrative Procedure*

Procedure Title: Sale of Instructional Materials to Students
Procedure Number: 05-2003-0007
Board Policy Reference: IV.A.

Accountable Administrator: Vice President, Instruction
Position responsible for updating: Vice President, Instruction
Original Date: August 25, 2003
Date Approved by Cabinet: 12-05-06
Authorizing Signature: *Signed original on file.*
Date: 12-07-06
Date Posted on Web: 08-06-09
Revised: 07-08
Reviewed: 09-13

Purpose/Principle/Definitions:

To establish a procedure for the sale of instructor-prepared or repackaged copyrighted instructional materials.

Parameters/Guidelines/Applications/Limitations:

Requests for sale of items to be approved by the vice president, instruction, and the items are to be sold through the BMCC Bookstore. Copyrighted material must have written release for use and sale.

Procedure:

The direct sale by instructors to students of any and all learning materials is prohibited. All instructional items approved by the college for sale to students will be handled by the Blue Mountain Community College (BMCC) Bookstore.

1. Instructor-prepared materials developed for college courses with college support including but not limited to printing costs, materials, and secretarial support may be distributed to students free of charge in class. If substantial costs are involved such items may be placed in the bookstore for sale to students upon approval by the vice president, instruction.
2. Instructional materials of a comprehensive or substantial nature, such as a textbook, workbook, or laboratory manual, developed by a BMCC faculty member may be considered

for adoption and sale to students through the BMCC Bookstore only if the procedures outlined below in a, b, and c, have been followed. Consideration will be given to production costs, quality of materials, source work, materials free of bias, time expended, costs of comparable texts (“comparable” refers not only to content but also to such things as quality of binding, paper, cover and illustrations; length; inclusion of index, appendices, glossary).

- a. In the case of materials the faculty member plans to have printed by a commercial printing firm other than a recognized textbook publishing company, a final printed copy or a publication-ready draft of the materials to be considered must be submitted to the vice president, instruction for review and approval for sale to students. The materials must be accompanied by a written justification prepared by the faculty member and approved by the department chair explaining why these materials rather than commercially-developed materials are most appropriate for the class or classes intended for their use.
 - b. Before final approval for sale to BMCC students, the vice president, instruction may request that the material undergo a trial evaluation.
 - c. If approval is granted to place the materials in the BMCC Bookstore prior to sale to students, the bookstore manager and vice president, instruction will determine the appropriate price of the materials, with input from the faculty member.
3. Any inclusions that are copyrighted must have a written release for use and sale through the bookstore.
 4. This procedure is not to be interpreted in such a manner as to restrict any BMCC instructor normally engaged in retail business from making sales in the usual course of his/her business to customers who may also be students. Students are under no obligation to purchase products or services from their instructor in this case.
 5. Books, tools equipment, clothing and supplies required by college students but not sold at the BMCC Bookstore may be obtained by students from other retail outlets.

State and federal laws relating to public employees and copyright will be observed.