

## Textbook Affordability Survey

As you know the Florida Legislature approved [a Textbook Affordability \(603\) law](#). In order to [comply with the law](#), a Textbook Affordability subcommittee has been established to compile information about the current practices on the SUS campuses regarding this topic and to facilitate development of policies and procedures where necessary. These questions are being directed to directors of academic units, senate chairs or directors, auxiliary services/bookstore offices, and other pertinent units of the university that impact textbook availability and affordability.

Deleted: assist

Deleted: the BOG offices

We are asking you to respond to the following questions as soon as possible.

Deleted: that have been developed

- Where several options are provided, please check or circle the item that most closely matches your choice or when noted, mark any that apply.
- If there are specific documents, forms, policies relating to any items, please also provide copies of them or identify them. We may request copies at a later date.
- Please send your answers to the following BOG address:  
[www.Carole.Hayes@flbog.org](mailto:www.Carole.Hayes@flbog.org). or fax them to this office...address is .....

### Timing of Submission of Textbook Information:

1. What is the current established timeline according to which textbook orders must be submitted ([to whom or by whom?](#)) at your institution this past academic year?
  - a. Fall term \_\_\_\_\_ (month/day)
  - b. Spring term \_\_\_\_\_ (month/day)
  - c. Summer term \_\_\_\_\_ (month/day)

Carole: I thought I'd ask the general question regarding terms, but if it's confusing, then we could ask it the following way:

These next questions asks about the established timeline for textbook orders at your institution during this past academic year?

2. When were they due at the bookstore this past academic year?
  - a. Fall term \_\_\_\_\_ (month/day) ( ) not required
  - b. Spring term \_\_\_\_\_ (month/day) ( ) not required
  - c. Summer term \_\_\_\_\_ (month/day) ( ) not required
3. When were they due at the your college office this past academic year?
  - a. Fall term \_\_\_\_\_ (month/day) ( ) not required
  - b. Spring term \_\_\_\_\_ (month/day) ( ) not required
  - c. Summer term \_\_\_\_\_ (month/day) ( ) not required
4. When were they due at the your department office this past academic year?
  - a. Fall term \_\_\_\_\_ (month/day) ( ) not required
  - b. Spring term \_\_\_\_\_ (month/day) ( ) not required
  - c. Summer term \_\_\_\_\_ (month/day) ( ) not required

Generally, how many days are orders due?

5. Textbook Orders Due:

- a. At Bookstore:
  - i. \_\_\_\_\_ Days/months prior to start of semester
- b. In Department Chair/Director's office:
  - i. \_\_\_\_\_ Days/months prior to start of semester

6. Course schedules submitted to Registrar/Course Scheduling Office:

- a. Due in College Office:
  - i. \_\_\_\_\_ Days/months prior to start of semester
- b. Due in Department Chair/Head Office:
  - i. \_\_\_\_\_ Days/months prior to start of semester

7. Course selections for academic program finalized:

- i. \_\_\_\_\_ Days/months prior to start of semester  
Circle one : days months
- ii. \_\_\_\_\_ Instructor for courses selected  
Circle one: days months

8. How is your office/unit informed of the textbook order deadlines?

- a. (  ) Formal policy (Mark all that apply. Please provide copies or identify \_\_\_\_\_ yes)
  - i. (  ) Notification sent by Academic Affairs office
  - ii. (  ) Notification sent by College office
  - iii. (  ) Notification sent by Department office
  - iv. (  ) Notification sent by bookstore(s) good
- b. Briefly describe the process. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Deleted: )Formal

9. Is there any mechanism for enforcing these deadlines? Please identify/describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Policies, Procedures for book orders:**

10. Are costs of textbooks (and/or bundled text packages) readily available to faculty when ordering textbooks?

- a. (  ) No (If no, why not? \_\_\_\_\_)
- b. (  ) Yes (If yes, what is the source of the cost information?)
  - (  ) Online bookstore site
  - (  ) Publisher's text site

- ( ) Books in Print site
- ( ) Other (specify) \_\_\_\_\_
- c. Is notification of textbook costs provided soon enough to allow alternative selection?
  - ( ) No (If no, what is the problem?) \_\_\_\_\_
  - ( ) Yes

11. Is there an official, formal policy/procedure that addresses issues of compensation to individuals for selection of textbooks? yes

- a. ( ) No
- b. ( ) Yes (If yes, which of the following does it address? (mark all that apply))
  - i. ( ) Royalty as author of textbook
  - ii. ( ) Incentives, rewards, reimbursement, bonus from publisher for selection of textbook(s)
  - iii. ( ) How is that reward/incentive reported/recorded to administrators? (mark all that apply)
    - 1. ( ) Conflict of Interest form
    - 2. ( ) Annual report
    - 3. ( ) Department report
    - 4. ( ) College report
    - 5. ( ) Bookstore order form
    - 6. ( ) Other (specify) \_\_\_\_\_

12. Is there a policy regarding ordering of textbooks for new faculty members who have just been hired and not yet on campus?

- a. ( ) No
- b. ( ) Yes (If yes, describe it.): \_\_\_\_\_  
\_\_\_\_\_

13. Is there a policy regarding ordering of textbooks for faculty who are not part of the scheduling process, that is they have been hired as an instructor or adjunct?

- a. ( ) No
- b. ( ) Yes (If yes, describe it.): \_\_\_\_\_  
\_\_\_\_\_

14. In cases where textbook selection is made by committee, is there a policy regarding determination of cost? (Does this question mean does the committee take cost into account in making a selection?) I would assume it meant that. Perhaps we might ask about it.

- a. ( ) No
- b. ( ) Yes (If yes, describe it.): \_\_\_\_\_  
\_\_\_\_\_

**Change question to read:**

In cases where textbook selection is made by committee, does the committee take cost into account in making a selection?

**Deleted:** s

**Inserted:** sses where textbook selection is made by committee, does the committee take cost into account in making a selection?¶  
 ( ) No¶  
 ( ) Yes (If yes, describe it.): \_\_\_\_\_

- a.  No
- b.  Yes (If yes, describe it.): \_\_\_\_\_

**Publication of lists of textbooks for students:**

15. Is there a policy or procedure regarding public notification of required textbook lists to students for a given semester?

Deleted: publication and provision

Deleted: s

- a.  No
- b.  Yes (If yes, explain): \_\_\_\_\_

c. How are textbook lists made available to students?

By bookstore

- i.  At (geographic) location
- ii.  Online by bookstore

In department office:

- iii.  At department office
- iv.  online department website

Other \_\_\_\_\_

Please provide any other comments or suggestions regarding this topic and/or survey below:

---



---



---



---



---

**Respondent Characteristics:**

We understand that different university offices deal with textbook issues in different ways. In order to assure that we have responses to the survey from a wide range of offices, please provide the following information:

16. Name of Institution: \_\_\_\_\_

17. Respondent Area (Choose one):

- Bookstore representative
- Department Chair/Head/Director
- Academic Affairs
- Registrars/Undergraduate Studies/ Other \_\_\_\_\_

Thank you for assisting our office in gathering information about  
Textbook Affordability and Access.

Please return your completed survey to the following address:  
Name, address, etc.