



MISSISSIPPI STATE UNIVERSITY

ACADEMIC OPERATING POLICY AND PROCEDURE

MEMORANDUM TO: All Holders of Mississippi State University Academic Operating Policy and Procedure Manual

DATE: December 8, 1989
Revised August 2, 2006

SUBJECT: AOP 10.13 – The Adoption and Sale of Textbooks and Related Educational Material

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to standardize the policy on the sale and adoption of textbooks and related materials at Mississippi State University.

REVIEW

This AOP will be reviewed every four years (or whenever circumstances require an earlier review) by the Associate Provost for Academic Affairs (APAA) with recommendations for revision presented to the Provost and Vice President for Academic Affairs.

POLICY/PROCEDURE

Educational material is defined as any instruments, devices, software, web content, or copied or published materials used in the classroom, laboratory, on-line courses, or correspondence courses.

All information required for ordering educational materials should be submitted to the MSU Bookstore. Exceptions can be approved at the departmental level. The MSU Bookstore will distribute lists of these educational materials to private competitors. Recommendations to students, as to source for materials, should not list one supplier over another.

1. There are no restrictions on the adoption of textbooks written by faculty members. In fact, Mississippi State University encourages faculty members to write and publish; however, prior to the adoption of a textbook, approval must be obtained from the

- departmental textbook adoption committee, which can be a committee of the whole or an established departmental committee. The existence of such a committee is necessary to prevent any possible conflicts of interest.
2. No faculty member may charge/collect remuneration for educational materials directly from the students.
 3. If any conflict of interest arises as a result of sales of textbooks or other educational materials, the Provost and Vice President for Academic Affairs, in consultation with the Deans Council and Faculty Senate and Student Government, will appoint a committee to hear the case and advise the Provost on a course of action.
 4. Copyright clearance must be obtained by the issuing department or faculty, where necessary, for compilations to be resold through the MSU Bookstore. University General Counsel or employees of the MSU Bookstore may assist in this process, if so desired.
 5. Royalties may not be paid to individual faculty for compilations he/she produces for copy and resale through the MSU Bookstore.

RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate Provost for Academic Affairs	Review	2010

APPROVED: December, 1989

Reviewed: February, 1990

Reviewed: February, 1992

Reviewed: February, 1998

APPROVED:

<u>/s/ Jerome Gilbert</u> Associate Provost for Academic Affairs	<u>3-22-06</u> Date
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<u>/s/ Peter Rabideau</u> Provost and Vice President for Academic Affairs	<u>3-23-06</u> Date
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<u>/s/ Mark Goodman</u> President, Robert Holland Faculty Senate	<u>4-05-06</u> Date
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REVIEWED BY:

<u>/s/ Don Zant</u> Director, Internal Audit	<u>4-24-06</u> Date
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<u>/s/ Charles Guest</u> General Counsel	<u>4-27-06</u> Date
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APPROVED:

<u>/s/ Robert H. Foglesong</u> President	<u>8-02-06</u> Date
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