

THE  
**LeMoyné-Owen**  
 COLLEGE

LEADERSHIP. OPPORTUNITY. CHANGE.

<b>SUBJECT:</b>  Customized Text Books	<b>Effective Date:</b>  July 1, 2011	<b>Policy Number:</b>  01-1-011
	<b>Supersedes:</b>  Policy:  Date:	<b>Page 1 Of 2</b>
	<b>Responsible Authority:</b>  CAO/CFO/Faculty/Bookstore	

**I. Purpose and statement of operational policy underlying the procedure.**

Faculty are encouraged to develop texts crafted to support the needs of the students and the courses they teach. However, customized books entail long-term commitments and, because they cannot be returned to the vendor, potential cash flow issues for the college. Consequently, the College needs to carefully consider customized options, while always respecting the faculty members' expertise on the best delivery of the curriculum.

**II. Applicability/Scope**

Any customized books developed by the faculty.

**III. Process for Implementing Procedure**

<b>Responsibility</b>	<b>Action</b>	<b>Timeline</b>
Faculty Member	Presents the prospectus of a proposed customized book, including cost analyses and projections of usage, and any potential contracts to the Division Chair. The faculty member should confer with the Bookstore manager regarding cost and sales issues.	Prior to the signing of any contracts or other official commitments.
Division Chair	If approved, forwards a recommendation to the CAO and the CFO for their analysis and approval	Prior to the signing of any official commitments
CAO and CFO	CAO CFO confer on benefits and challenges and confer with Bookstore	Within two weeks
CAO	If approval comes from the CFO, shares with the Bookstore, Division Chair and faculty member	Within two weeks

**IV. Related policies/References for more information**

Authorizing Official: <u>Barbara J. Frank</u>	Authorization Date: <u>OCT 06 2011</u>
Title: <u>Vice President/Chief Academic Officer</u>	