



ASUN Operating Procedure – 2014

Operating Procedure Synopsis

Title: Sale of Examination and Desk Copies of Textbooks

Approval Date/Revision Date(s):

Review Date(s): 11/2017, 11/2019, 11/2020, 11/2021

Executive Cabinet Liaison: Vice Chancellor for Academic Affairs

Responsible Manager: Vice Chancellor for Academic Affairs

A. Purpose and Scope

This operating procedure is intended to articulate the ASUN procedure on selling complimentary and desk review copies of textbooks as well as provide clarification on the ASU System policy on solicitation. The operating procedure applies to all ASUN faculty, staff, and administrators who receive complimentary and/or desk review copies of textbooks.

B. Definitions

N/A

C. Procedures

1. Complimentary copies of textbooks, including annotated instructor's copies, may not be offered for resale by faculty, staff, or administrators.
2. Faculty-solicited textbooks should be used for their intended purpose, i.e., legitimate academic review for classroom purposes. It is unethical for faculty or staff to resell examination and desk copies of textbooks that have been solicited from publishers.
3. Faculty and staff are directed to return any complimentary or desk copies of textbooks that are not being used to the office of the Vice Chancellor for Academic Affairs for disposal or return to the publisher.
4. Any violation of the ASU System Policy on Solicitation and/or the ASUN Standard Operating Procedure 2014 will be reported to the Office of the VCAA and documented using the ASUN Counseling Form. The appropriate corrective action will be documented and filed in the Office of Human Resources.

Response to Solicitation:

Faculty and staff are directed to report any solicitation by textbook buyers to Campus Police at 870-512-7866. As a reminder solicitation is not allowed on ASUN campuses without permission. Any book buyers who approach faculty or staff members should be directed to immediately vacate the premises.

ASU System Policy on Solicitation:

Off-campus organizations are not allowed to conduct or solicit commercial sales or distribute commercial pamphlets, handbills, circulars, newspaper, magazines and other written materials on any campus or location.

*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

D. Related Information

Additional research on this topic:

Sipes, Daphne D. "Legal and Ethical Perspectives of Selling Complimentary Copies of the College Textbook," *Journal of Law and Education* 17, 1988, 355-374; Ennis, Daniel J. "The Bookman Cometh," *The Chronicle of Higher Education*, September 7, 2007.

See the many and varied responses to DeLong, Brad. "Markets in Everything: Textbook Desk Copies." http://delong.typepad.com/sdj/2005/11/markets_in_ever.html