



## Selection of Textbooks

Southeastern Louisiana University utilizes textbook rental and retail systems to provide academic texts. The rental system accommodates the textbooks, which have a useful life of two or more academic years. Books not eligible for adoption by the rental system are sold by the retail bookstore, operated by Follett Higher Education Group contractor. The retail store also provides support materials such as workbooks, reference manuals, or dated materials. In order to minimize book costs to our students, adoptions of required texts in both retail and rental sections are not allowed.

Departments and faculty are asked to adhere to the following guidelines and deadlines for textbook adoption. Following these guidelines will help ensure students have the materials they need when classes begin. The adoption deadlines also allow Textbook Rental and/or the retail bookstore time to address any concerns such as new editions, out of stock titles, out of print titles and vendor changes. In addition, timely response by faculty to the adoption process allows the retail bookstore to give students the best price possible at buyback. Textbook prices are a concern to students and the best way the retail bookstore can help is by buying used textbooks back from students at the end of the term. If the book is not adopted, students will not receive the best price at buyback.

Both the textbook rental and retail systems report to the Department of Auxiliary Services in the Division of Administration and Finance. Questions may be directed to the Director of Auxiliary Services at 985-549-2094.

### RENTAL TEXTBOOK ADOPTION GUIDELINES

1. Upon adoption, rental books must be used two years or three semesters, whichever is greater. If the course is taught once a year, the book must be used four years. Once the book has been used the required period of time, it may be replaced or discarded.
2. New Adoptions - The adoption must be approved and submitted by the Department Head.
3. If there is one rental book per course, all sections must use the book.
4. If there are two rental books per course, faculty has the option to use one or both books. A later edition of the same title cannot be adopted as the second book.

5. Online forms are available to adopt, change or discard a rental book:

[http://www.selu.edu/admin/tb\\_rental/adoption\\_discard/index.html](http://www.selu.edu/admin/tb_rental/adoption_discard/index.html)

Information requested for adoption includes ISBN number, title, author, volume, edition, copyright year, publisher, estimated quantity, book type (paper/hardback) and all semesters in the academic year that the course is taught. *Book Orders are placed by the listed ISBN SBN*

A manual is available through the University Bookstore that provides step-by-step directions on using the online adoption procedure. When using this method, the adoptions are submitted to the University Bookstore directly from the University Bookstore Web site. Upon submitting your adoption(s), an email confirmation will be sent to you with the book(s) that you requested for adoption.

*Please note the online system provides a screen for entering whether or not the book that is being adopted for the Fall is also currently being used for the Spring and, therefore, can be bought back from the students. The University Bookstore wants to buy back as many books as possible from students at the end of the semester. The information that you provide will be critical in determining the buyback quantities needed.*

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