

DRAFT Memo

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To: Deans, Department Chairs/Directors

From: Cindy Baccar
Associate Vice Provost and University Registrar
Michael Bowman
Interim Dean, University Library

Subject: Textbook Ordering Changes to Lower Students' Costs

Greetings colleagues. There are two important changes which impact textbook ordering outlined below. Please review carefully and communicate these expectations to faculty within your units.

I. Legislative Mandates

As we all know, high textbook costs are a particularly difficult burden for our students. Reducing these costs is a high priority for students and the university. Sharing this goal, the Oregon legislature (after advocacy from the Oregon Student Association) passed HB 2871, HB 2213, and HB 2919 that require all Oregon public universities and colleges to comply with several textbook-related cost-saving measures.

These mandates were covered in a memo sent to you in Spring 2022. We go into more detail here.

Among other things, these requirements include:

- designating/flagging courses in the schedule that have no-cost or low-cost textbooks at the point of registration,
- publishing the total cost of required text materials at the point of registration,
- requiring an on-time course materials adoption deadline for order submission so that the total cost can be calculated and published when registration opens,
- creating a university-wide textbook affordability plan, and
- compliance reporting to the state on how well we are meeting the goals.

Portland State has implemented several policies and processes to satisfy these requirements. This includes strengthening the relationship with the PSU Bookstore operator, Barnes & Noble College (BNC) – to improve Bookstore services, reduce costs to students, and utilize their systems to comply with these laws. It is critical that faculty and academic units understand these goals and comply with the expectations set by PSU related to the following things.

The purpose of all these measures is to reduce the cost of textbooks for our students. The extra effort being asked of faculty is all in service to this shared goal.

No-Cost/Low-cost Textbooks Identified in Schedule of Classes (HB 2871)

Each term during the scheduling process (i.e., term drafts or CSMs), units should make sure they collect information from faculty to accurately label course sections which qualify for the No-Cost or Low-Cost textbook designation. Detailed information on the policy, definitions, and the articulation of which costs are included in the calculation for the no-cost vs. low-cost designation can be found at <https://guides.library.pdx.edu/oers/no-cost>.

On-Time Course Materials Adoption (OR HB 2919)

This bill requires that at the time registration opens for a given term, required textbook/class material costs be displayed for students. Compliance with OR HB 2919 and other federal laws also requires that PSU establish dates by which textbook orders must be submitted to the Bookstore so that the Bookstore can verify availability, determine prices, source lower-cost options, and ensure total costs are made available to students at the time of registration.

Reliance on the PSU Bookstore Ordering System

To meet these new legislative requirements, PSU is relying more heavily on a newly contracted relationship with our Bookstore provider, Barnes & Noble College.

It is important that faculty utilize the BNC AIM textbook adoption system and meet the posted deadlines for ordering textbooks.

- Textbook decisions must be made early enough and orders be submitted by the deadline so that students can see all required text materials and the associated costs at the time of registration.
- It is important that an entry be made in the system, even when there are no required textbooks, so that students can rely on course materials information being available to them at the point of registration and we can comply. Entering/confirming that 'no textbook required' is also important information for students.
- The Registrar's Office will be including the PSU Bookstore deadlines in the timelines and information the academic units receive related to the class scheduling process.
- The PSU Bookstore also communicates directly with all faculty about these deadlines and AIM processes.

II. Bookstore Oversight Transfer

The University will shortly be assuming oversight of the PSU Bookstore from the nonprofit foundation that currently oversees it. The Foundation's contract with BNC will be transferred to the University.

The contract with BNC sets an expectation that faculty will use and order textbook materials exclusively through the PSU Bookstore, with some exceptions set out below.

The following categories are exempt from the exclusivity provision in the Bookstore contract:

- Links to freely available electronic resources (open access or public access) or to online resources owned, stored, licensed, or requested to be licensed by the Library.
- Materials placed, or requested for placement, on Course Reserve in the University Library; and materials available to individual borrowers via the Library's collections, Summit borrowing, and interlibrary loan.
- Zero-cost course materials degree pathways (aka "Z-degree Pathways") allowing students majoring in that degree pathway to pay zero for their course materials in their major.
- Department- or college-run stores that provide course materials or supplies not available at the Bookstore (e.g., tools and parts from the Maseeh College of Engineering and Computer Science's electronics store and chemicals from the Chemistry Department's chemical store).
- Should faculty select course material sold in a proprietary format by a third-party vendor or through the LMS, Barnes & Noble College shall have the right of first refusal to provide that content to the students. Should Barnes & Noble College not be able to provide such selected content in a manner that is comparable with the other third-party experience (either distributing the proprietary material or distributing the content within a

comparable experience) or at a competitive price after being given notification and the opportunity to pursue similar pricing with the provider, then University shall have the right to use the third-party product without Barnes & Noble College involvement.

Thank you for your time and attention to these important changes. And please remember that while we must do these things, in part because of legislative mandates, the ultimate purpose of these changes is to lower textbook costs for our students. Please contact us if you have any questions.