



Required Course Materials: Considering Socio-economic Stratification

The following was drafted by the Faculty Diversity and Inclusion Committee in 2013-14. This information is intended to be a guide for faculty to consider the impact that required course materials may have on students who are facing financial challenges. The information was gathered by:

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Connect with the Bhathal Textbook Store:

Create a course packet

Students have to pay for the packet, but this may still be cheaper than asking students to buy multiple books or other items. Packets are especially useful if you plan to use more than the e-reserves allotment of an item. Need two chapters of a book? Consult the bookstore about whether it's cheaper for them to get copyright clearance for those two chapters in a packet vs. asking students to buy the whole book.

Encourage students to rent books

About 55 – 60% of titles are available for one-semester rental, which saves the student about 40 – 60% of the cost. If you're teaching a class for which students are unlikely to need the books for their other classes or future careers (a GE class, for example), suggest rental to your students.

Order your books early – this makes more used books available to students

The bookstore always defaults to buying used books, but must buy new if the nationwide market has grabbed up all the used copies. So order early, and include an accurate estimate of enrollment, and the bookstore can have used books on hand for your students. Big savings for the students!

Assign digital books

On average, e-books are about 20 – 40% less than print books, and students can view the whole book online (plus sometimes download them).

Be aware of the parts of your order, especially additional online content from the publisher

Textbooks now often come bundled with additional publisher's content – and that almost always requires paid access codes. It is often better to order the parts of combination texts (texts that come with CDs, DVDs, and especially access to online content) as separate

components. A student can acquire the book any number of ways (buy used, rent, borrow one from a friend, use the reserve copy at the library if available) and just buy the code that will allow for online access for the term. Buying this way is much cheaper than buying the whole package new.

If you don't really use the additional publisher's content, don't order it! Students must usually pay about \$100 for a semester of access to a course's online content that's affiliated with a book, separately from the cost of the book; if you don't use it, this is a huge unnecessary expense. Ask the bookstore if online content requires a separate paid access code from just buying the book, and then list it separately in your order and on your syllabus.

The bookstore is your friend! The staff there wants you to know that they would love to work with you on exploring options to help our students save money.

Ways to use Leatherby Libraries:

Use Reserves to their maximum potential

Check to see if the Library already owns a copy of your textbook or other required books from your syllabi. Access the Library's online catalog at www.chapman.edu/library

Did you know that you may place your personally purchased copies of textbooks or other required books on Reserves? See the Library's Reserves for details:

<http://www1.chapman.edu/library/info/reserves-ereserves.html>

Check with your subject liaison librarian on book titles that you may wish to suggest be added to the Library's collections, to help support your courses and student research. Liaison Librarian

Contacts: <http://www1.chapman.edu/library/info/subjects.html>

Consider E-Reserves for a book chapter. E-Reserves are password protected for your class. See the Library's E-Reserves for details:

<http://www1.chapman.edu/library/info/reservesfaculty2.html>

Use Electronic Resources (including databases, eBooks, eJournals, and streaming media) to their maximum potential

Check to see which of your items are accessible through the electronic resources to which the Leatherby Libraries already subscribes and direct your students to those specific items. See the Library's website for access to eBooks, eJournals, and more: www.chapman.edu/library

Ways to use Blackboard:

Similar copyright rules apply to Blackboard as to e-reserves; within the law, consider posting materials to Blackboard, which gives students free, password-protected access. Academic Technology can help you learn what to post and how to use Blackboard effectively.