(Section I) Book Rental Definition:

(I.A) Rental Book Limiting Criteria (Purchase Textbooks):

(I.A.1) Price Point:
All textbooks priced under $25.00 new are designated ‘purchase textbooks’ and cannot be individually offered on the rental program.

(I.A.1.a) Price Changes:
Should the publisher change the price of a purchase book in such a manner that it rises above $25.00, it is the responsibility of the Instructor to request that the title be added to the rental program. The title’s lock-in period will begin with its first semester on rental and not its first usage.

(I.A.2) Consumable Materials:
Any material required for a course in which the material is not able to be used by a student in a following term due to the expiration of the material or the removal of parts of the material shall be considered consumable. Consumable materials shall consist of, but are not limited to, workbooks, study guides, laboratory manuals and electronic access codes. Consumable materials shall not be rented even if their price point is above $25.00 new.

(I.A.3) Reasonable Frequency- Special Topics and Limited Offering Courses:
Books for courses that are not offered with reasonable frequency (Special Topics and Limited Offering courses) can not be offered on the rental program even if they are over $25.00 new. Reasonable frequency is defined as a course being offered no less often than every other semester. Exception: If a book for such a course were to be used in another course that is offered in different semesters and the two courses combined meet the frequency criteria, then the book may be brought in as a rental tied to both courses.
(I.A.4) Rapidly Changing Subject Matter:
Certain courses, like tax code, change significantly every year. Books for courses requiring annually updated materials shall not be offered as rental.

(I.A.5) Optional and Limited Use Books:
Books that are optional, only used once, or only used infrequently shall not be eligible for the rental program regardless of their price.

(I.B) Bundles and Packages:
Bundles and packages are common in the textbook publishing industry. However, in the rental program they create disadvantages rather than the advantages that they do in purchase operations.

(I.B.1) Consumable Materials in Packages:
Under rental, consumable materials can not be combined with rental materials and must be purchased separately. Consumable materials that are only available with the text from the publisher will not be available to students after the first term’s usage. Requirement of such restricted availability supplementary materials shall define the entire package as consumable and it shall only be offered as a purchase title.

(I.B.2) Under $25.00 Titles in Packages:
Titles that are priced under $25.00 new and come from the same publisher may sometimes be combined by the publisher to create packages with new prices over $25.00. Such packages may then be rented to the student who is responsible to return all elements of the package.

(I.B.3) Other Packages:
Packages consisting of materials that all individually qualify for the rental program are discouraged. Such packages do not create any savings for the student on the front end and they create additional potential costs to the student on the back end as any part that comes back in an unacceptable condition or is lost invalidates the entire package.

(I.C) Rental Program Titles:
All books and packages not excluded by one of the aforementioned limiting criteria shall be considered eligible for the rental program.

(I.C.1) Time and Frequency of Usage:
Any book adopted into the rental program must be used a minimum of four major terms. Major terms shall be defined as Fall and Spring semesters. Books should be used no less often than every other term to be on the rental program.
(I.C.2) **Summer Terms:**
Summer term books are included in the rental program, however due to the significantly smaller enrollments, summer terms can not be considered major terms under the usage criteria for a rental text.

(Section III) **FSU Faculty:**
The FSU Bookstore respects the academic freedom and integrity of the faculty whom we serve. The bookstore understands that the rental program creates limitations as to what materials the faculty may select with which to teach their courses. To that end, the bookstore will work with the faculty and the Department Chairs to help select materials that will remain current and relevant during the lock-in periods.

(III.A) **Rental Books:**
Rental books shall be considered as defined in Section I of this document.

(III.A.1) **Rental Book Lock-in:**
Newly selected rental books are locked in for a period of four major terms usage (Section I.C.1). In order for book rental to save students money, books must be rented for a value significantly less than the selling price. The purpose of the lock-in period is to ensure that the rental books are used sufficient times to be paid for. Locked in rental books may therefore not be changed until after they have been used in four major terms.
(III.A.2) **Rental Book – Post Lock-in Term-by-term:**
Books that have satisfied their four term lock-in period may be changed at any time by the instructor. Such books shall be considered to be on a term-by-term basis. Continuing usage of the same book after the initial four terms will not lock that title in again.

(III.A.3) **Instructor Change and Locked-in Titles:**
Titles locked in on the rental program must be used through their full cycle. New professors and professors rotating through a course must use the locked-in titles.

(III.A.3.a) **Multi-Instructor Course Title Selection:**
For courses in which multiple instructors may rotate through, due care must be taken to select materials that all faculty can be comfortable using to instruct the course. Titles for such courses should not be selected by adjunct or other temporary faculty. Ideally a committee consisting of the affected faculty should select the course material.

(III.A.4) **Different Titles for Different Sections:**
Multiple parallel titles may be used for different sections of courses if those titles are established for the course sections simultaneously and they meet all other rental criteria. (example: Fall Section 1 uses book by Jones, Fall Section 2 uses book by Franklin) Once the books are established they must cycle through. Instructors replacing another instructor must use the title the previous instructor adopted. New instructors added to a course in additional sections must select their title from those that are currently locked-in.

(III.A.5) **Multiple Titles Per Course:**
There shall be a limit of two rental titles that a professor may require for their course. However, all rental titles required must cycle through the full lock-in cycle.

(III.A.6) **Enrollment Communication:**
The faculty will communicate reasonable estimates of expected enrollments to the bookstore at the time of adoption request.

(III.A.6.a) **Late Enrollment Communication:**
Unexpected late increases in course enrollments and late course additions may result in delays in acquiring sufficient stock. Due to sales of books to program students (VA/VR), lost books, damaged books that cannot be accepted for return and increases in enrollments, the bookstore will have to acquire additional copies of textbooks throughout the course of the book’s rental lifetime.
(III.A.7) **Old Editions:**

Due to limited availability, old editions should not be selected for a course. If a book changes edition during the lock-in period and the Bookstore is unable to acquire further copies of that edition as replacements, the Bookstore will order only the needed replacements in the latest edition and communicate that to the faculty member and their Department Chair. In the case of Old Editions, so long as the store can acquire sufficient copies of that (or a comparable) edition, the lock-in period will stand. Other scenarios will be handled on a case-by-case basis.

(III.B) **Purchase Textbooks:**

Purchase textbooks shall be considered as defined in Section I of this document.

(III.B.1) **Limitations:**

There are no restrictions or limitations on the use or changing of purchase textbooks by the professor.

(III.B.2) **Impact of Price:**

Special Topics, Limited Offering and some Consumable titles may have selling prices above $25.00. When selecting these materials, faculty should remember the inverse relationship between the price of a textbook and the number of students who will purchase it.