

THE UNIVERSITY OF SOUTHERN MISSISSIPPI
Textbook Price Negotiation Policy Guidelines



This policy attempts to ensure that students receive the best possible textbook prices as a result of school and faculty efforts to secure pricing deals from publishers and publisher representatives. The policy acknowledges that the University Bookstore is the official reseller of all course materials as outlined in the contract between USM and Barnes & Noble and that faculty are responsible for selecting course materials. It is imperative that the bookstore be informed of and involved with any and all price negotiations regarding course materials to ensure that students receive the best price. As such, the following guidelines must be followed:

- 1) Faculty and schools involved in securing special textbook/course material pricing are to contact the manager at the USM Barnes & Noble bookstore prior to any agreement. The faculty member or school director will arrange a meeting between the publisher representative and the manager of Barnes & Noble to discuss the special pricing options. This will ensure that Barnes & Noble will be able to obtain the course materials from the publisher and pass along the savings to students. Bookstore managers on both campuses should be notified of the agreement.
- 2) All faculty involved in securing special pricing for textbooks must inform the publisher or publisher representative that the special pricing must be extended to the USM bookstore for both campuses. School directors must approve of any proposed negotiated textbook pricing proposal options.
- 3) Faculty and schools may not secure special pricing that violates the contract between Barnes & Noble and USM. This includes, but is not limited to, special pricing that requires students to purchase course materials direct from the publisher.
- 4) Faculty and schools are not allowed to enter into any textbook pricing agreement (e.g. certain number of units sold) that obligates the university or bookstore in anyway.
- 5) The faculty member, school, and the USM Barnes & Noble bookstore will retain all documents pertaining to the negotiated price and will provide, upon request, copies of these documents to the Textbook Committee for review.
- 6) If at any time Barnes & Noble cannot continue to honor a negotiated price, the bookstore manager will notify the involved faculty member, school, and the textbook committee as soon as possible in advance of the upcoming semester's textbook selection deadline.
- 7) Faculty and schools shall include, as part of their negotiations, one copy of any text book or recommended reading, not already held by the University Libraries, to be made available at each university library.

Effective: Spring 2019

In effect until modified by the Textbook and Course Materials Advisory Committee

Approved by TCMAC November 1, 2018

Approved by Provost February 28, 2019