# Managing Textbook Order and Department Chair Approval Process

The textbook policy (310.1.12) reinforces that department chairs approve faculty textbook orders and place orders (with the consultation of department faculty) for those courses for which there are no faculty assigned or faculty do not submit orders by the published deadline.

Given the preference for use of the online system, to facilitate accurate book orders, several methods have been suggested that departments can use to ensure departmental chairperson approval. Department chairs can select the process that works best for each department or devise your own system that works within the policy.

1. Have an administrative assistant or student worker enter book orders through Adoption and Insights Portal (AIP) submitted by faculty to the chair and approved.

All faculty and staff have access to AIP. AIP is located on the ISU Portal with a tile labeled Textbook Adoptions. AIP is single sign on with ISU Portal. Faculty will see the courses they are assigned to. Admin and chairs will need to email the bookstore to get approval to see entire departments. Confirmation emails can be sent by adding in emails once the adoption is submitted.

1. Have faculty submit their orders directly to AIP with a copy of the submission sent to the chair/administrative assistant.

Same as above, faculty can open AIP and enter the chairs email addresses to receive a confirmation of the submission.

1. Have faculty have their orders approved by their chair and then submit through AIP once approved.

Have faculty notify chairs about their choices in whatever way is preferred, and once approved, faculty submit orders in AIP.

1. Have faculty submit their orders directly to AIP and chairs will have an opportunity to review all orders from the reports provided in AIP. Chairs would have an opportunity to work with faculty to change any orders not approved.

Chairs can access the reports on the dashboard in AIP at any time to check the status of book orders submitted.

There is a tile for AIP on the ISU Portal. The tile is labeled Textbook Adoptions.

The chairs have access to the following reports in AIP. If something more is wanted, chairs can request it from the bookstore.

* Courses for which no book orders have been submitted.
* Courses with submitted orders and what is ordered.
* The adoption history for classes.

Things to remember for textbook orders:

* Refer to the textbook policy (310.1.12) to understand all aspects of the policy
* Federal rules **require** that students be able to view required textbooks at the time of registration. Therefore, orders must be submitted before registration starts.
* When classes are added to the schedule for an upcoming term, textbook orders need to be submitted to the bookstore as soon as the course is added to Banner.
* The bookstore needs to be notified if no book will be required for a particular class. That information is also provided to students according to the Higher Education Act.
* AIP will show faculty the estimated price for the book and the different options available.
* On time orders allow the bookstore to gather as many used books and rentals and used rentals in sufficient time to save students money.
* Orders through AIP are less likely to be prone to human error, i.e. lost faxes, accidentally deleted emails, lost pieces of paper, typos on ISBN numbers, etc. AIP will also quickly recognize an ISBN that does not exist at all.
* There are some options for faculty that are open source and free to students. Heather Rayl in Cunningham Memorial Library can talk to interested faculty. Additionally, as part of SkillSoft, ISU faculty and students have access to thousands of free books through Books24x7. To access this resource, in the portal, go to MyISU Apps and select the Sycamore ELearning badge. Books 24x7 is accessible through that website.