A. It is the policy of the University of Kentucky that all instructional materials used in all courses offered on the Lexington Campus of the University shall be available in the University Bookstore, unless specific arrangements have been made by the Deans of the respective colleges with the Manager of University Bookstore and the Associate Vice President Auxiliary Services for their sale elsewhere.

B. It shall be the responsibility of each member of the faculty to provide a listing of textbooks and other instructional materials to be used in all courses to the textbook information listserv via the web based form highlighted below. The listing of textbooks and other instructional materials for use in the ensuing summer terms and the fall semester shall be due no later than April 1st each year. The listing of textbooks and other materials for use in the spring semester shall be due no later than November 1st each year. It is acceptable to submit the forms before the due date. A web based form located at http://www.uky.edu/AuxServ/textbookinfo/ will be used to provide information about textbooks and course materials to the bookstore by the responsible academic unit.

C. Faculty members are prohibited from selling materials used in course instruction to students, or to collect money for same, except with the written permission of their Dean after the Dean has consulted with the Manager of University Bookstore and the Associate Vice President Auxiliary Services. The permission shall include the course, the semester in which it is to be taught, the materials involved, and the cost of the materials. The Dean and Manager of University Bookstore shall take into account all necessary rules for financial accountability.

D. Members of the faculty who wish to have books, manuals, notes and related materials reproduced by the University for sale to students in particular courses may do so by taking "camera-ready copy" to University Bookstore for reproduction. University Bookstore in turn will have the instructional materials reproduced, bound to stated specifications, and placed in the Bookstore for sale to students.

E. University Bookstore will reproduce, as a general rule, only the number of copies estimated to be required in a course for one semester. Great care should be taken in estimating the number of copies of such materials required each semester to prevent an additional cost to the student for unsold copies when materials are changed or discontinued. No copyrighted materials shall be reproduced without the written permission of the author, nor shall royalties be paid by University Bookstore.