

UK Bookstore**I. Purpose**

The UK Bookstore is the official bookstore of the University of Kentucky and as such that all instructional materials used in all courses be available in the UK Bookstore or offered online, unless specific arrangements have been made by the Deans of the respective colleges with the General Manager of the UK Bookstore and the Executive Director of Auxiliary Services.

In 2008 Congress passed the Higher Education Opportunity Act (HEOA). A portion of the HEOA requires faculty members to submit textbook and other instructional material information to university bookstores as soon as reasonably practicable. University policy does require a specific submission date for each semester based on the institution's course schedule for the subsequent academic period. Having the textbook adoptions in early positively impacts the UK Bookstore's ability to search for used books and to order new book packages and custom books, which saves students money and allows the bookstore time to have the books available when needed.

II. Definitions

Adoption & Insights Portal (AIP) – The Adoption & Insights Portal is a tool that faculty can use to submit information about instructional materials to the UK Bookstore. Faculty can research, adopt and share insights about textbooks and course materials through AIP. The link can be found in Canvas under Research and Adopt Course Materials.

III. Responsibilities

- A. Faculty must enter all instructional materials into **Adoption & Insights Portal (AIP)**
 - 1. Course materials must be entered by:
 - a. March 15th for the Summer and Fall semesters
 - b. October 15th for the Spring semester

IV. Policy

- A. Faculty members are prohibited from selling materials used in course instruction to students, or to collect money for same, except with written permission of their Dean after the Dean has consulted with the General Manager of the UK Bookstore and the Assistant Vice President of Auxiliary Services who have the right of first refusal. The permission request 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 UK Bookstore shall take into account all necessary rules for financial accountability.
- B. 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 the UK Bookstore for reproduction. UK Bookstore in turn will have the instructional materials reproduced, bound to stated specifications and placed in the UK Bookstore for sale to students. If applicable, PDFs may also be provided to the UK Bookstore for reproduction of instructional materials in electronic format.
- C. UK 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

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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 copies are changed or discontinued.

- D. No copyrighted materials shall be reproduced without the written permission of the author, nor shall royalties be paid by the UK Bookstore.

V. Procedures

- A. Faculty must enter all instructional materials in [***Adoption & Insights Portal***](#) by March 15th for the Summer and Fall semesters and October 15th for the Spring semester. Having the textbook adoptions in early positively impacts the UK Bookstore's ability to search for used books and to order new book packages and custom books, which saves students money.