



January 4, 2013

**ORDER #21**

### **KIMEP Textbook Purchase Policy**

The President's Cabinet of 13<sup>th</sup> of December, 2012 decided to approve the following KIMEP Textbook Purchase Policy:

Starting with the purchase of Spring 2013 textbooks, KIMEP will no longer maintain support for the textbook rental system. Those textbooks still available to the system will be rented, but new textbooks will be supplied only in numbers suitable to support the reserve section and open stacks in the library.

The college or school teaching staff identifies a new edition or replacement for the core textbook of a certain course and the dean approves the selection. The dean's approval is to ensure that there is only one textbook for a given class. Based on the estimated student enrollment of the class, the library will order a quantity of textbooks for the course. This policy assumes that all sections of a given class will use the same textbook.

The library will order:

Either **5 or 10 copies** of a textbook for classes **up to 50** anticipated enrolled students. Publishers provide teaching materials to professors only upon order of **10 copies**. If the professor indicates that he requires teaching materials, the library will order **10**.

**16 copies** (10 located in open stacks + 5 in reserve collection + 1 for faculty\*) for classes of **51 to 100** students

**21 copies** (15 open stack + 5 reserve collection + 1 desk copy for faculty\*) for **101 to 150**

**26 copies** (20 open stack + 5 reserve collection + 1 for faculty\*) for **151 to 200**

**31 copies** (25 open stack + 5 reserve collection + 1 for faculty\*) for any class of **201 or more**.

For the Ex MBA program, the policy remains in place to purchase each student a book for each class.

**\*In case there is more than one section**, the library will order an additional desk copy for each additional teacher. Teachers are allowed to check out the textbook for the complete semester.

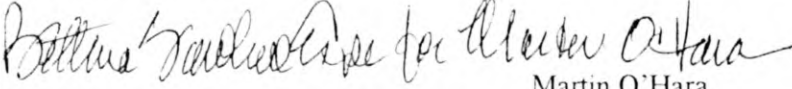
In addition to core textbooks, the teacher may order an additional 5 copies of secondary titles (up to 3 titles).

The above numbers for textbooks are considered the minimally required. The library may request a greater number if budget increases allow.

Copies in the Reserve Collection may be used in the library but not checked out (NB There are no copying facilities for students in the library). Copies of textbooks located in the open stacks may be checked out for a period of 1-3 days.

The process for ordering textbooks and the two year renewal policy will not change. However, due to anticipated intense use of textbooks, the library may order replacement copies, if necessary, following one year of a textbook's use based on the condition of the textbook.

This policy recognizes that KIMEP runs the risk of not meeting MES requirements on volumes per student, percentage of textbooks required of the total collection, and may have some effect on meeting the requirement of percentage turnover in new textbooks. However, if the funds saved are used in part to purchase more titles, the capability of KIMEP to support research and scholarship would be enhanced and MES standards better addressed.

Approved by  \_\_\_\_\_  
Martin O'Hara,  
Vice-President of Academic Affairs