

Georgia State University Faculty Handbook

313.05 Ethical Behavior with Regard to Complimentary Textbooks

The University Senate passed the following resolution on February 2, 1989:

"The distribution of complimentary textbooks is an important part of the process whereby professors review the full range of instructional materials available for their courses. However, the integrity of this process must be respected.

Selling complimentary copies of textbooks adversely affects the entire academic community.

Professor-authors are deprived of economic return in royalties, and incentives to write textbooks are diminished.

Students generally do not benefit from the sale of complimentary copies, as these books are sold at or only slightly below the new book price.

Selling complimentary textbooks inflates the cost of all textbooks, as publishers must compensate for revenue lost from the sale of new books.

Selling complimentary copies violates the tradition of respect by professors for the intellectual work of their colleagues and for the textbook publishers.

The future of availability of complimentary textbooks may be seriously jeopardized by the reluctance of publishers to risk further financial loss.

Faculty members receive complimentary textbooks as a result of their position at the University. These textbooks should not be viewed as a source of faculty income. We recommend the following:

1. Complimentary textbooks are not to be resold for faculty profit. The books may be maintained for faculty reference or contributed to a library for student reference.
2. Solicitors for complimentary copies are forbidden from campus.
3. The campus bookstore may not sell copies which are identifiable as complimentary copies whatever their source may be."

Calvin College Faculty Handbook

4.3.6 Complimentary Textbooks

The Professional Status Committee recommends the following guidelines regarding the acquisition and disposition of complimentary copies of textbooks:

- Faculty members should only request copies of books and materials that they are in a position to adopt.
- Requested complimentary copies of textbooks should not be sold to persons or organizations, including solicitors or used-book dealers.
- When a complimentary textbook copy is no longer useful, individual should donate it to another person, a nonprofit organization, e.g. a library, or return it to the publisher.
- The campus bookstore will not sell marked complimentary copies of textbooks.
- Library or departmental sales of complimentary textbooks are permitted where the amount charged for the textbook is nominal.

Richmond Community College

4.16.00 COMPLIMENTARY TEXTBOOK POLICY

Publishing companies, as a marketing tool, often distribute solicited and unsolicited copies of new textbooks to community colleges and their faculty members.

A. Legal Definition

The following is the policy of Richmond Community College on ownership of complimentary textbooks.

"Ownership of unsolicited complimentary textbooks shall be determined by reference to basic principles of personal property law." (State Law G.S. 75-27 and Federal Law 30 U.S.C. 3009 provide that the "recipient" of unsolicited merchandise may treat that merchandise as a gift.)

B. Ownership

1.

Declarations or statements by publishing companies that unsolicited complimentary textbooks are intended as gifts to the College or to individuals shall be observed and treated as conclusive on the issue of ownership.

1.

Books addressed to the College or to an unnamed employee or officer, i.e., a book addressed to "Business Instructor" or "Vice President for Instruction," shall be treated as gifts to the College.

Books addressed to College employees at their home addresses shall be treated as gifts to the individuals.

Books addressed to College employees at the College's address shall be considered as gifts to the individuals.

Unsolicited complimentary textbooks which are deemed to be the property of the College can be disposed of only in accordance with disposal procedures established by **General Statutes 115D-15*** for the disposal of surplus property.

Books received at the College addressed to an employee will be delivered to the employee.

Books received at the College addressed to the College or to a position, such as "Business Instructor," will be opened in the Receiving Room and marked "Property of Richmond Community College" and delivered to the Library to be catalogued and included in the Library's collection.

***DISPOSALS**

Surplus equipment must be disposed of in accordance with State procedures. Surplus equipment is any extra equipment or equipment needing disposal. It is illegal to cannibalize excess equipment without prior approval of RCC's VP of Administrative Services or designee. The RCC Purchasing Agent should be contacted for instructions of disposal of all surplus equipment or cannibalization of equipment.

Service requests should be submitted to the RCC Purchasing Agent for requests to dispose, remove, or store all surplus equipment. The RCC Purchasing Agent will coordinate the movement and disposition of equipment in accordance with approved procedures and State regulations.

If you have equipment you desire to cannibalize and use for parts, you must request permission of the RCC Purchasing Agent who in turn has to request permission from the Department of Community Colleges Inventory Department.

- Return them to the publisher or publisher's representative at their expense (request return mailers from the publisher)
- Check with the college library to see if they want to add the textbook to their collection
- Add the textbook to the department's lending library for students (if one is maintained);
- Transfer the textbook to Surplus Property for proper disposal. An inventory shall be made of all books transferred to Surplus Property
- <http://www.booksforafrica.org>: Have a drop-off location in Smyrna
- <http://www.albany.edu/~dlafonde/Global/bookdonation.htm>: Large list of book donation programs