Allegany College of Maryland

TEXTBOOK PRODUCTION COSTS

Adopted date 11/27/1984
Revised Date (if applicable)xxxx
Approved by Board of Trustees Date
Implementation Date
Type of Policy

BACKGROUND AND PURPOSE

POLICY

I. SCOPE OF THE POLICY

If a member of the professional staff at Allegany College wants to write a textbook and desires to use that textbook as a primary text in a class at Allegany College, the College will encourage that staff member to seek publication from one of the commercial publishers who review, accept, and publish textbooks for college use (this excludes what are commonly referred to as vanity presses). The use of a staff member's published textbook in an AC class will be determined in the same fashion as the use of any other published text.

II. POLICY STATEMENT

On occasion, a situation may exist where no suitable published textbook is available for use in a particular class at Allegany College. In such a case, a staff member may want to write a textbook for use in that class. The College would still encourage commercial publication of the textbook; however, in such cases, the College can provide for certain production costs -- i.e., typing, proofreading typed copy, duplicating, collating, binding, and a certain amount of personnel time for production activities. If a professional staff member desires to write and use, as a primary text, an unpublished textbook for an Allegany College class, the procedure will be as follows:

III. SECTION(S) AS NEEDED (ADD SECTIONS APPLICABLE TO THIS POLICY)

1. The staff-developed textbook manuscript will be reviewed by qualified division/program members and by a minimum of two qualified professionals at a minimum of two other colleges. The purpose of these reviews will be to acquire comments on the acceptability of the textbook for use in the specified college course at Allegany College. The comments from the reviewers will be considered by the division chairperson/program director (or the Vice President in the case of a book written by the division chairperson/program director), and a decision concerning the use of the textbook at Allegany College will be made by the chairperson/director or Vice President.

2. If the decision is positive, the College will reimburse the staff member for certain production costs pending approval of these expenses by the President's Council. These costs will be for the production services only. Before agreeing to pay such costs, the College will first try to provide these services through use of its facilities and support staff. Such support will be for paper, typing, proofreading copy, duplicating, collating, binding, and a certain amount of personal time and travel that will be incurred in the production phases of the book. (The staff member will first provide an estimate of itemized costs that must be approved by the President's Council. The College will normally be reimbursed through bookstore sale of the text). The College will not support writing time or other professional manuscript development time.

3. All rights to the textbook will remain with the staff member.

IV. PROCEDURES

Allegany College of Maryland shall adopt necessary procedures to implement this policy; and, Allegany College of Maryland may adopt additional policies for specific compliance standards as necessary.

V. OTHER PROVISIONS

VI. ADMINISTRATION OF POLICY

VII. CHANGES

Substantive changes to this policy require approval by the Board of Trustees; editorial changes, title/position changes, and/or changes to its implementation procedures may be made as required by federal or state mandate and/or institutional need with timely notice to students and employees.