

**FACULTY SENATE**

**SOUTHEAST MISSOURI STATE UNIVERSITY**

**FACULTY SENATE BILL 26-A-8**

Approved by the Faculty Senate  
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**BRIEF SUMMARY:** This bill revises a section regarding Textbook Procedures in Chapter 3 of the *Faculty Handbook* to allow textbook rental for graduate courses.

**ACTION OF BILL: Revising Textbook Procedures to Allow Textbook Rental for Graduate Courses**

**BE IT RESOLVED:** Subject to the passage and approval of this bill, 26-A-8 Textbook Rental Policy, Chapter 3 of the *Faculty Handbook* shall be revised.

**TEXTBOOK RENTAL POLICY**

Textbooks available through the Textbook Rental Department shall be adopted for a period of two calendar years with a limit of one book per course and with all sections of a course using the same text. A variance of the limit of one book per course is automatically granted for:

1. Five-hour Courses
2. Multi-volume sets, with a maximum of three volumes
3. Interdisciplinary Courses
4. Graduate Courses

Requests for exceptions from these procedures must be approved by the department chair and college dean in consultation with the Textbook Rental Department and should be based on academic need. Textbook adoptions will be processed in the order received, followed by exceptions to the policy until the budget limit for new acquisitions is reached. If the budget limit has been reached, the chair and college dean of the affected department should consult with the Textbook Rental Department to determine whether the previous textbook(s) must continue to be used. All faculty teaching sections of the same course should consult on and agree to use the same textbook and additional materials. Newly hired faculty wishing to change a textbook for a course not taught by other faculty should consult with their department chair and the Textbook Rental Department. Faculty will submit textbooks requisitions to their department chair prior to the mid-semester deadline for the upcoming term, so chairs can submit the department's requisitions to the Textbook Rental Department and the University Bookstore by the submission date. Departments must notify the Textbook Rental Department of new textbooks, textbooks which are being terminated and no longer need to be stored/retained, and any courses exclusively

using A&OER. Exact submission dates will be communicated by the Textbook Rental Department. A list of departments whose requisitions have not been submitted by the deadline will be forwarded to the college deans for follow-up. Faculty should contact publishers directly for desk copies. However, copies of texts may be available to loan to faculty or graduate assistants only if extra copies are in inventory. Loaned copies must be returned in good condition within 14 days of the end of the semester or the department offering the course will be charged the cost of replacement. The affected department may require reimbursement from the person to whom the loan was issued. Detailed policies and procedures for the Textbook Rental Department can be found at [www.semo.edu/textbookrental](http://www.semo.edu/textbookrental).

Action	Date
Introduced to Senate	11-5-25
Second Senate Meeting	11-19-25
Faculty Senate Vote	
President's Review	
15 Day Review	
Posted to Faculty Handbook	