Dear Faculty,

This is a reminder about the Johns Hopkins University’s obligations under the Maryland College Textbook Competition and Affordability Act and under the federal Higher Education Opportunity Act (HEOA). The intent of these laws is to lower the cost of textbooks by ensuring that faculty, staff and students have appropriate options and pertinent and timely information when selecting and purchasing textbooks. The University fully supports this goal and encourages early selection and adoption of textbooks and course materials in advance of each semester so that students may have an opportunity to explore budget-sensitive options.

To comply with the Maryland law, all faculty must acknowledge receipt of certain information from the publisher as they consider selection of textbooks and course materials (see Acknowledgment Regarding Textbook Selection on reverse side). The University has made arrangements with all University textbook vendors to provide the requisite information to faculty.

Thank you for your consideration and prompt attention to this important matter. Any questions should be addressed to Laura Jack at laura.jack@jhu.edu.

Sincerely,

Dr. Kathleen Burke
Associate Dean

POLICY ON TEXTBOOK AFFORDABILITY

The Johns Hopkins University recognizes that the cost of textbooks can add significantly to education costs for our students and their families. Accordingly, the University fully supports textbook affordability measures. It is the policy of the University that faculty, staff and students have appropriate options and pertinent and timely information when selecting and purchasing textbooks. The University encourages early selection and adoption of textbooks so that students may have a meaningful opportunity to explore budget sensitive options. Additionally, consistent with the Maryland College Textbook Competition and Affordability Act and the federal Higher Education Opportunity Act, all University Schools and academic programs shall, to the maximum extent practical, include the following textbook information in online course schedules for pre-registration and via web links on printed course schedules: title; author; publisher; edition; copyright and publication dates; ISBN number; anticipated enrollment; whether supplemental material is required or suggested and whether a previous edition will suffice; whether selection of course materials has been finalized and a caveat regarding the potential consequences of purchasing course materials prior to being finalized; and, the return policy of the campus bookstore serving the student’s division. This information shall be posted for any course within three weeks after selection of course materials by the faculty member, or when selection by the faculty member is finalized, whichever comes earlier.
ACKNOWLEDGMENT REGARDING TEXTBOOK SELECTION

A. I have been informed that the high cost of textbooks can add significantly to education cost for JHU students, and I have read the University Policy on Textbook Affordability.

B. Prior to selecting textbooks for courses I teach, I am expected to consider the following information from the publishers of textbooks or supplemental material:

• The price of the college textbook or supplemental material;
• The title, author, publisher, edition, current and three previous copyright dates, publication date when available, and ISBN of the college textbook and supplemental material, both as bundled and unbundled items;
• Substantial content revisions made between the current edition of the college textbook or supplemental material and the previous edition of the college textbook or supplemental material; and
• Other available formats for the college textbook or supplemental material such as paperback or unbound; and a list of textbooks that are classified as integrated textbooks.

C. When making selections of textbooks or supplemental material, consistent with University policy, I will consider the above information and the following factors:

• Whether or not the current edition makes material changes in content from the previous edition;
• The difference in price between the current edition of the textbook and the previous edition of the textbook;
• Whether the previous edition of the textbook may be available to students at a lower price via the used book market;
• The availability of materials as bundled or unbundled, and other available formats; and
• The list of textbooks that are classified as integrated textbooks.

For additional information See:
http://webapps.jhu.edu/jhuniverse/administration/councils_committees_programs/textbook_taskforce/

By signing this Acknowledgment I acknowledge that I have read and will consider all the above information regarding textbook selection or I am not using a textbook this term.

Accepted/Signature: __________________________ Date: __________________________

«FirstName» «LastName»

Printed Name: __________________________

«FirstName» «LastName»

Return signed copy with signed Appointment Letter to: JHU Advanced Academic Programs
1717 Massachusetts Avenue NW Suite 104, Washington DC 20036