



# Course Reserves Textbook Program for Faculty

The Library is very excited to report that we have received some one-time funds to support student success and equity, through access to high cost course materials and are [seeking faculty suggestions](#) for high-cost or high-demand textbooks. These funds offer us the opportunity to support students in your classes by expanding our reserve textbook service, where students have the opportunity to check out, for a limited time period, their course textbooks from the library. This allows for students who could not purchase the textbook to have full access to required course readings, and an opportunity to participate fully in class.

We appreciate the efforts you as faculty have made to move to OER and library materials to create no-textbook-cost courses. As more faculty work toward this goal, the Library hopes this new initiative will supplement your efforts to drive down textbook costs while also increasing access for students, allowing them access to the materials they need to succeed in their courses and ultimately graduate.

We are hoping to start our purchases with texts for high-demand, high-enrollment courses so as to have the greatest impact on students. We do have a limited budget for books for the Spring 2020 semester, so we will maximize the funds available, but may not have enough to purchase all the texts requested. Because our funds are limited, we very much welcome you to donate or loan your copy to the library to be placed on course reserve, allowing us to free one-time funds for the purchase of unavailable texts.

## F.A.Q.

**Q: When do I need to submit my course textbook information to the Library to be considered for this money? Is there a deadline for textbook requests for these funds?**

A: The one-time funds are FY19-20 funds, meaning the funds must be used this year. Textbook requests will be accepted beginning immediately. The review of requests will begin October 15<sup>th</sup> and will continue through Friday December 13<sup>th</sup> for the Spring 2020 semester.

**Q: I am not sure if I am going to use the textbook for 2-3 years, but I am currently using it. Can I request the textbook be purchase for this semester?**

A: You may make the request, but your request will be held at a lower priority than those classes that will be using the text for multiple semesters.

**Q: Can I request that MULTIPLE copies of my textbook be purchased and placed on Course Reserves?**

A: For high enrollment classes, we will accept requests for multiple copies of the textbook up to 1 copy for every 8-10 students, but cannot guarantee that multiple copies will be purchased.



**Q: My class is online only. Can I request and ELECTRONIC or ONLINE version of my textbook to be purchased and made available or are these funds for print books only?**

A: You may request the online version of the textbook, however, these are not always available due to publisher restrictions.

**Q: Can I request SUPPLEMENTAL READING (non-required) materials for my class(es) via this program?**

A: This program is intended for required textbooks only. We may be able to consider non-required readings in the future if funding continues.

**Q: I use documentary FILMS for my classes. Can I request the purchase of films via this program?**

A: This program is intended for textbooks. If you have a documentary film you would like for the library to purchase for its collection, please contact [monica.pereira@csuci.edu](mailto:monica.pereira@csuci.edu) and we will try to purchase the item through our regular budget.

**Q: Will I be notified if my request(s) are approved or denied?**

A: You will be notified by email if your request was approved or denied.

**Q: If my request(s) is approved, when will the textbook(s) be available for my students?**

A: Our intent is to have these textbooks available for students on the first day of class for the Spring 2020 semester.

**Q: If I have additional questions, who can I talk to –or email?**

A: If you have additional questions, please email Bitten at [course.reserves@csuci.edu](mailto:course.reserves@csuci.edu)

Finally, if you would like to request a course textbook for purchase, [please fill out this form](#).