

**UNIVERSITY OF CENTRAL ARKANSAS**  
**Textbook and Course Materials Policy**

Office of the Executive Vice President and Provost | Updated 2014-10-24

This Textbook and Course Materials Policy (“Policy”) is adopted to comply with the provisions of certain laws enacted by the Arkansas General Assembly, and specifically, Acts 105, 106, and 277 of 2007. In addition to these acts, the General Assembly also enacted Act 175, which provides for deadlines for the adoption of textbooks and course materials. Additionally, the Policy provides guidance on complying with the contract between the University of Central Arkansas (“UCA”) and the UCA Bookstore.

For further information about Arkansas textbook laws and textbook adoption deadlines, see <http://uca.edu/go/textbook-policies>.

Prior to the start of each academic year, the deans of each college and the chairs of each department shall notify members of the faculty of this policy and the procedures set forth herein in order to comply with the acts cited above.

- I. Website Links for Textbooks and Course Materials: Act 277 prohibits certain links to be placed on the university’s website or that of its bookstore. This is set forth in § 6-60-603 of the Arkansas Code Annotated (“ACA”).

The act provides that no state-supported institution of higher education may place, or permit to be placed, on its website, or its bookstore’s website, a link to the website of a retailer of textbooks or other educational materials if (a) the retailer is not required to report and pay Arkansas sales and use taxes and (b) does not obtain a tax permit from Arkansas taxing authorities and report and pay sales and use taxes on sales of those items. However, nothing in the act prevents a faculty member from referring students to any source for required or suggested textbooks or course materials.

- II. Inducements: Act 105 prohibits inducements to require students to purchase a specific textbook for coursework or instruction. This is set forth in ACA § 6-6-602.

Prohibited inducements are gifts, payments, loans, subscriptions, advances, deposits of money, services or any other thing of value.

Not included as an inducement are sample copies, instructor’s copies, instructional materials for a textbook, or royalties or other compensation from the sale or publication of a textbook that includes the employee’s own writing or work.

Violations of this policy are to be reported within ten business days of discovery to the chief academic officer, the legal counsel of the university, and the Arkansas Legislative Council. In addition, a violation may be reported by any other business or consumer to those parties.

- III. Textbook Royalties Guidelines: Act 106 requires each institution to establish guidelines for the use of royalties received by a faculty member from the sale of textbooks and course materials for classes taught by the faculty member. This is set forth in ACA § 6-60-604.

The act requires the guidelines to (a) acknowledge the conflict of interest and (b) specify how the royalties may be used, giving priority consideration to programs that benefit students academically.

