

Textbook Affordability Task Force
Friday September 17th, 1 PM to 3 PM
Cloud Hall Room 334
Meeting Notes

1. Called to order at 1:10 PM In Attendance:
Ray Gamba, Samuel Santos, Katryn Wiese, Wendy Owens, Hal Huntsman, Katie Gelardi, Karen Saginor, Rauf Ibragimov, Deena Samii, Anne VanDerslice, Teandra Johnson
2. Report for Board of Trustees due Oct 18 for the Oct 28 board meeting.
 - a. This process will start with Don providing a listing of topics to be included. Members will help by reviewing and suggesting changes to the list. Don's list will be sent by Tuesday Sept 21, members will respond by the following Monday, Sept 27.
 - b. The final report will be in a format which states a short presentation about each topic then refers to sections of the web page for details about each. This work will begin Sept 28 and discussed on Oct. 1.
3. Future meetings –
 - a. Next meeting October 1
 - b. Samuel will solicit best times for future meetings after Oct 1 using Doodle
4. Items needing Shared Governance Review - ALL
 - a. Placing Textbook Affordability Activities on Annual Departmental Program Review.
This has happened and is in process.
 - b. Adoption process, procedures, and timelines
Ray and Katryn will work on this through the DCC. Part of this will also be the creation of a web page on what Department Chairs can do to address textbook affordability. Katryn will initially create a page and work it over with Ray.
 - c. Other items –
Don will get updated statistics on "on time" adoptions. The spring 2011 textbook information is due to the bookstore on October 26.
5. Survey of Students on textbook Affordability – Ray
 - a. Discussion tabled until Oct 1
 - b. Ray will send 100 survey comments to each member to provide a summary of the 1300 comments received
6. Report and discussion from Sub group on student cost savings - Deena, Katie
Draft report was handed out and discussed. Some modifications were suggested and a modified guide for students will be posted on the web page. A copy of the original is attached to these notes

7. Report and discussion from Sub group on textbook price negotiation
 - a. Faculty suggestions are on the web site. Also included are some cases showing how teachers can influence prices by negotiating with publishers
http://www.ccsf.edu/Services/Textbook_Affordability_Task_Force/InstructorRecommendations.htm
 - b. Survey will be prepared by Katryn and Ray and will be ready to start in early October.
 - c. Don will send a list of some textbooks which appear to have had some teacher influence in obtaining lower pricing from the publisher.

8. Report and discussion from Sub group on library Reserve – Wendy and Karen.
 - a. Wendy presented a list of comments received regarding reserve desk. That report is at the end of these notes. Wendy contacted teachers whose students had asked for books which were not on reserve.
 - b. There was discussion about the availability of scanners so students could copy portions of reserved books to a flash drive.
 - c. Wendy will put together a document (that will ultimately become a web page) on library reserve information. Among other things it could include:
 - i. Something from the Task force encouraging faculty to send a copy of each required book to the reserve library may have a stronger impact than it coming from the library.
 - ii. Chairs could e-mail each of their teachers asking them to do the same. Wendy will send verbiage from publisher suggesting best way to ask for free book from publisher to put on reserve.

9. Review of the web page (www.ccsf.edu/tatf) – Katryn

We would like all members of the task force to look at the TATF web site and send comments and suggestions to Katryn. Katryn is managing the web site.

10. Potential Open Forums on Textbook Affordability. – ALL

Don asked Deena, Rauf, Teandra, and Katie to see if the AS can co-sponsor an open forum with the task force. We not only need to hear students' concerns about textbook affordability, we need to be sure students know we are listening and responding. This may be a good way to accomplish that.

11. Other Business –

Don Newton discussed some potential bookstore initiatives including the need for a larger store in order to provide alternative textbooks and services as well as an application for a federal textbook rental grant which could help lower textbook prices.

Adjourned at 3 PM

Attachment 1: Wendy's Library Reserve Information

Attachment 2: Student Tips to save on Textbooks (Original)

Sample email sent to approx 148 instructors when textbooks were not found in Reserve Book Room (RBR)

Hi, I'm Wendy Owens, a librarian at the Rosenberg library. Several of your ECON 3 students have come to the library looking for a copy of the required text "Microeconomics," 18th ed. Unfortunately, we don't have it. If you have an extra copy, could you please bring it to the Circulation desk at the library so we can put it on Reserve to loan to your students who might not be able to afford the book, or need it in a pinch. If you don't have an extra, you may be able to contact the publisher and request a second copy. Please do consider this and let me know if you have any questions.

Instructors have been asked: To put material on Reserve and to alert them to the fact that their reserve books are older editions.

Selected comments from instructors who have been contacted:

- Sorry, I do not have extra copies of the textbook. This class is based on having the textbook to complete all in-class assignments and homeworks. It would not be practical to have a book that can only be borrowed for a few hours in the library.
- Thank you for letting me know about this. I prefer not to have my required textbooks on reserve.
- Thanks for letting me know, Wendy. I'll drop off a copy of each sometime this week.
- Thanks for the update. Unfortunately I do not have an extra copy of the 18th edition. I do have an extra 17th edition copy which I am happy to loan to the library.
- I'm trying to track down an extra copy of the book---if I can't find one; I'll get one from the publisher.
- I will contact the publisher and see if we can get another copy. Thanks for the information.
- I do not have a student edition of the text.
- I do not have an extra copy, and my syllabi clearly state that students must buy and use the books.
- Unfortunately I don't have any extra copies. The publisher sent me two desk copies--one for me and one for the dedicated WSP tutor for the class. What is the policy/procedure about getting textbooks on reserve? Can the library order one? I can try asking for another copy from the publisher.
- It is a laboratory course and the lab manuals are not normally put on reserve. It's required that they purchase it from the bookstore (for about \$14). They need to bring it to lab and write in it and I imagine the photocopies are just about as expensive as the price of the manual. ✓
- I am afraid this is not possible.
- All editions of the book 2008, 2009 and 2010 are fine for my class. MY students should know that.
- I do have an extra copy - I will bring it on Wednesday.

Steps to getting the best price on your textbook!



Start early:

As soon as the online class schedule comes out, go to the online class listing for the section you're planning on enrolling in.

All the way to the right is a green link "**Book**" click this link to see what book(s) is required for that specific class and instructor.

Some students wait until they've attended the first class to buy their books. This is sometimes a good idea because instructors occasionally change their books or you may get to class and learn that you don't really need a personal copy because the library reserve has one.

But buying early is definitely the way to go if you want the lowest price.

Some options

A.S. Bookloan Program

The Associated Student's Bookloan Program on Ocean Campus loans out textbooks for free with a 1-semester-length loan period. They give priority to students who are eligible for financial aid or for the BOG fee waiver.

Again it is best to start early. As soon as you know the book you need (check online course listing), check Bookloan's website to see if they carry it (they usually update their inventory 2 weeks before classes start). Bookloan opens about a week before school starts. Check their website a couple weeks before the first day of class so you know when the opening day will be and the priority requirements

<http://www.ccsf.edu/NEW/en/student-services/student-activities/as/bookloan.html>

NOTE: Be prepared to stand in line. The first few days are very busy and the line sometimes goes outside, so dress accordingly.

The Campus Bookstore:



You can buy your books from the **campus bookstore**; **go early** so you're more likely to snag a **used copy**. It's also open before school starts, so don't wait 'til the first day of school (keep in mind buy-back when you're purchasing your book – we'll explain further down).

RETURNS:

NOTE: the bookstore usually gives full refunds for books returned before the last day to drop (a week or two after school starts). After that, you'll get back less than what you paid for the book. If you're thinking about dropping your class, make sure to return your book ASAP to get a full refund. Remember if you take the shrink-wrap off of a book you most-likely won't get a full refund back.

Online textbooks



Online textbooks are also an option. You can view the material on the computer or some smart phones. The bookstore has more current information about these. Keep in mind there are some restrictions: these online access books expire after a semester or two, access to the full text is not always available all at one time, and you might not have access to print whatever you'd like.

Rental program:



The campus bookstore offers book rentals too, renting your books can definitely save you a lot of money compared to to buying it. Check out <http://ccsfbookstore.bookrenter.com/> If you'll be using the book for more than 1 semester its usually a better idea to buy, not rent, since rentals are generally about 50% of the price you'd pay to buy the book. Books that you write in (workbooks) are generally not available for rent . You'll need to know the ISBN, title and author of the book (you can find that from the "Book" link in the online course listings)

Library Reserve:



Campus libraries usually have a Reserve room or desk where instructors leave copies of their books for students to use. The library Reserve has many textbooks but not all, you can search their catalog here:

<http://www.ccsf.edu/NEW/en/library/finding-information/reserves.html> .

The library reserve textbooks usually have a short loan period, typically 2 hours. You can use this time to do homework or make copies of your homework assignment. Copies are 10 – 15 cents per copy. Try going to the library early in the morning, the chances of the book being checked out are higher during lunch and evening times.

There are also many other ways to save money on textbooks:

You may be able to find affordable textbooks online too, try:

 Amazon.com (need credit or debit card)

half.com (ebay's textbook site) (need credit card)

 AN ebay COMPANY

 more choices. lower prices.

textbooks.com (sometimes has guaranteed buyback, and usually free shipping)(need credit card)



bigwords.com (need credit card)



Campus Book Swap

campusbookswap.org (non-profit which connects you to other students who have the book you need)



craigslist.org (try searching for the title you need and you might find someone on campus who can sell it to you – it's probably a better idea to meet this person in a public place or with a friend)

Chegg.com (online rental) (need credit card)



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