

Macalester College Student Government (MCSG)  
Committee: Academic Affairs Committee (AAC)  
Principal Author: Merita Bushi, Academic Affairs Committee Chair  
Session: 2013-2014 Number: 001

Title of Bill: A Bill to Create a Textbook Reserve Program Fund

Be It Enacted By The Macalester College Student Government

Preamble:

WHEREAS textbook costs are a significant concern for Macalester College students;

WHEREAS the Textbook Reserve Program has proven to be successful and well received by students during the program's six year existence;

WHEREAS it is important for the success of the program to have textbooks available in the library ready for checkout by the first day of class;

WHEREAS the continuation of the Textbook Reserve Program is contingent on a per semester allocation request and the annual rollover re-distribution;

WHEREAS the timing of purchases for the Textbook Reserve Program conflicts with rollover re-distribution and clearing of the operating fund;

WHEREAS the rollover is variable and the rollover bill allocates only 6.667% of redistribution to the Textbook Reserve Program;

Section 1: Be it resolved that the Macalester College Student Government dedicates \$10,000 for the initial investment into the Textbook Reserve Program Fund, with an annual investment every year hereafter of \$10,000 made in September. The annual investment will first be made up of rollover funds and the gap between those funds and the \$10,000 will be transferred from the operating fund to the Textbook Reserve Fund.

a. The fund may be used solely for the purchase of additional textbooks to expand the number of courses represented in the Textbook Reserve Program, housed at the DeWitt Wallace Library. Upon discretion of the Academic Affairs Chair and with consultation of MCSG advisors, funds may be used to make non-textbook purchases (i.e. chemistry modeling kits, workbook codes, textbook stickers, etc), if deemed appropriate. Purchases will be made during the summer. The option to make additional purchases throughout the school year is available as long as at least \$5,000 remains in the Fund, as a buffer.

Section 2: The Academic Affairs Committee Chair will make his/her best faith effort to purchase books for the program using the following criteria:

- a focus on courses which have a total cost of more than \$100, or courses with individual books which cost over \$50
- textbooks that will continue to be used for several years with the same edition
- textbooks for courses that are taught every year

The Academic Affairs chair may choose to add other criteria to their decision making such as the following, which has been used in the past:

- a general focus on introductory courses
- a general focus in departments which are ranked highest in number of either majors, minors, or combined majors and minors
- a general focus on departments which are the highest intended major for the incoming class

Section 3: Purchases will be made either through 1)the AAC Amazon account or 2)through the Follett Bookstore, depending on which is most cost effective. The first option will require the following provisions: a new password change every year in consultation with Robin Hart-Ruthenbeck, no saved credit card information, maintenance of tax exemption status, and a confirmation email and order report sent to Robin and Card Services after every purchase. The second option will be negotiated with the Bookstore manager to agree upon discounts and decide whether books will be bought or rented for the Textbook Reserve Program.

Section 4: AAC requirements for the Textbook Reserve Programs are as follows:

- Classroom advertising (through announcements, blurbs in syllabi, etc) for those courses in the program on the first day of classes.
- Campus advertising for the incoming first-year course and campus as a whole (through Facebook pages, school-wide or departmental-wide emails, table tents, posters, library screens, etc).
- Surveying each course at the end of the year to assess usage and gather recommendations for an annual evaluation of the Textbook Reserve Program. This can be done through informal means but preferably through a survey or focus group.
- Coordinating with Connie Karlen in the library to acquire checkout statistics at least every j-term and summer, more often if possible.

- Conducting meetings with department chairs and/or individual professors requesting to join the Textbook Reserve Program to determine eligibility and if possible, for follow-up after the first year.
- Checking in with existing course professors to make sure books will still be used prior to the respective semester.

Section 5: The Textbook Reserve Fund will be a hybrid of money that is "wiped" at the end of the academic year (rollover funds) and money which is not wiped and will remain in the Fund across multiple academic years. Therefore, book-keeping is very important. The AAC chair will keep a record that is shared with the FAC chair and future AAC/FAC chairs. This fund will detail transactions, similar to a banking checkbook. Rollover funds will be used first to purchase textbooks, followed by non-rollover funds. Therefore, it is important to keep track of which funds were used to make each order.