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**Administrative Procedure**  
Chapter 4 – Academic Affairs

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**AP 4800 TEXTBOOK ADOPTIONS**

**References:**

No specific references

**Responsibilities**

This procedure shall be administered by the appropriate dean.

**Procedure**

Each department shall establish its own procedures for textbook adoption and review. Different textbooks may be used for the same course. Textbook selections shall be approved by the department head and appropriate dean.

The following regulations shall apply to the materials authored and published by the instructor for use in his/her/their class.

- A. Instructor authored materials\* shall follow the same procedures for approval as other instructional materials.
- B. Faculty will make the necessary arrangements with the Bookstore regarding instructor-authored materials.

Open Educational Resource (OER) materials are subject to review and approval by the Open Education Resources Subcommittee.

\*See BP/AP 4008 Materials Produced by Faculty and Staff; BP/AP 3715 Intellectual Property.

Also see BP 4800 Textbook Adoptions.

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**Approved:** February 18, 2003

**Revised:** April 27, 2022

*(Replaces LBCC Administrative Regulation 4013)*