



Textbook Selection Policy – Higher Education

Policy Code: ACA-010

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Effective Date: 4 May 2021

Purpose

The purpose of this policy is to explain the principles to be used in selecting prescribed texts, the timelines for changes to prescribed texts and recommended readings for higher education subjects taught at the College.

Definition of “College” – *In the higher education sector, the Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health. For the purpose of this policy, any reference to ‘College’ or ‘the College’ should be considered a reference to each or any of these respective trading names / entities.*

Scope

- All academic staff
- All higher education students
- Endeavour Bookstore

Policy Statement

Textbooks and other reference materials, either in hard copy or digital format, are key learning resources in an academic environment. Higher education students are required to purchase the specified required reading materials for each subject in which they are enrolled. They may also elect to purchase some of the recommended readings. Textbooks are a significant expense to students in their educational process; therefore, academic departments must take care to choose the best possible resources to assist in learning. The principles outlined below provide a guide for text selection to ensure that these goals are met.

Student Purchasing of Texts

Students are responsible for purchasing the prescribed texts listed for a subject in which they are enrolled. Students should have unimpeded access to the material to facilitate preparation for classes and completion of study activities.

The Library will hold at least one copy of each prescribed text on each campus for use within the Library. At least one copy of each prescribed text on each campus will not be available for borrowing and library copies should not be a substitute for owning the book. Refer to the [Library Collection Development Policy](#) for more information.

Principles of Text Selection

The [Endeavour National Textbook and Resource Brochure](#) is a reference guide to the prescribed text information for every subject in every course in the college offering. This list is maintained by the Online Retail Coordinator to ensure supply and distribution for the Endeavour Bookstore.

Prescribed and recommended texts are specified in the Subject Outline and changes to Subject Outlines, and hence changes to texts must follow the processes and timelines described in the [Guidelines for Changing Higher Education Subject Outlines](#). The Bookstore requires this accurate information with enough lead time to source and stock the textbooks and resources before each teaching period.

Relevance and Currency of Set Texts

Prescribed texts should be selected for their fit to the subject in question. This includes considerations such as

relevance of content and level of content in relation to the year in which the subject is offered. Prescribed texts should only be prescribed if they relate to at least 40% of the content of a subject. Selected texts are to be the most recent and latest edition still in print, and available to order and distribute. Texts should be replaced as more current ones become available. It is also recognised that some classical texts, for example in Chinese medicine and homeopathy, may have older publication dates.

Usefulness in Practice

For some students the texts purchased while studying provide the core of their future practitioner's professional library. Set texts should be chosen in part for their usefulness in later professional practice and when there is a choice between two similar books, the one that will be more useful after graduation should be selected.

Academic Level of Material

The academic level of the text must be suited to the year of the course in which the subject is offered. General textbooks are best suited to the first two years of a course where subjects tend to be more general in nature.

Third and fourth year subjects may consider reference books (especially those of high professional relevance) as prescribed texts, or they may forego prescribed texts altogether, and refer students instead to academic journals and databases in order to obtain the most relevant and current information.

E-Books

Many textbooks also come in e-book format in addition to print format. E-books may be less expensive and more portable for students. Where print and e-books are identical in content students should be given the choice as to the format they purchase. Texts that come only in an e-book version may be considered if they are clearly the best choice and the most recent edition.

Apps

Some texts come with highly functional applications (Apps) that support student learning. These should be considered when selecting a text. Additionally, in some subjects special reference Apps may be used, for example in clinical subjects. These may, in certain cases, be a suitable alternative to a text. Consideration must be given to the availability of the App in different platforms. If an App is set as a required resource for the subject, then students are required to purchase it.

Self-published Books

Self-published books may be available that are relevant to a subject. However, self-published books are frequently poorly referenced and may not be reviewed by editorial teams for impartiality, completeness, and accuracy. These should therefore be avoided. If a particular self-published book is highly desirable it may be used only if reviewed and approved by the Director of Education.

Number of Set Texts

The number of set texts should not be excessive but should adequately support the learning outcomes for the subject. In some cases, multiple texts are required to adequately support a subject. Staff should consider the cost to students when setting multiple set texts.

Books Written by Staff Members

In principle the College supports the use of textbooks written by academic staff. Whilst the College may own the copyright for some texts, most will be owned by the authors. The College also recognises that although staff members may be paid a royalty on book sales, these are generally low and rarely compensate for the time required to write and edit a book. Textbooks are specialty publications that have limited use and relatively small sales in the overall publishing market.

Like any other, books written by staff members may be chosen as a set text if they meet the above selection criteria. Where there is a perceived conflict of interest in the person making the selection (e.g. they are the author, have a family relationship with the author, have outside business dealings with the author, or report to the author within the College) they should bring this to the attention of the Director of Education. The Director of Education may review the book and make a decision or elect to convene a panel to review the book and determine its suitability.

Recommended Readings

Information regarding recommended readings that will appear in the subject outline should be communicated to the Online Retail Coordinator and the National Librarian so that they may be aware of these texts should they need to maintain a ready supply for student purchase and loan. The Online Retail Coordinator must be consulted when changes to recommended readings are being made.

Responsibility for Text Selection

It is the responsibility of the Subject Administrators to select texts as they are most familiar with the field. They should take into consideration the principles listed above when selecting a prescribed text or recommended reading for a subject. The Head of Department will review Subject Administrator recommendations to ensure the flow and balance of texts across the course is maintained.

The Head of Department approves changes to both prescribed texts and recommended readings in the Subject Outline. The Head of Department must consult with the Online Retail Coordinator prior to granting approval. This is to ensure that the text is available and any supply issues that might arise from the selection of outdated, out of print or limited print texts are resolved prior to the change being made in the Subject Outline. Subject Outline changes are then notified to the Director of Education following the timelines described in the *Guidelines for Changing Higher Education Subject Outlines*.

Periodic Review of Texts

The Online Retail Coordinator will conduct periodic reviews of the list of prescribed and recommended texts and advise the Heads of Department and National Librarian of any difficulties in supply or where new editions are available.

If a change to the subject prescribed or recommended text is needed the normal process for changing the text in the Subject Outline is to be followed.

Updating of Support Materials

Subject Study Guides (First Year Subjects Only)

It is the policy of the College to support first year students by providing a Subject Study Guide (SSG) to guide them in how to effectively study the material in their subjects. Each first-year subject has its own subject study guide. These guides refer to the texts and readings being used in a subject and must be updated whenever these are changed. These updates must be completed within the timelines set for uploading to the Learning Management System.

Teacher Guides (All Subjects)

To ensure national consistency of curriculum, the College provides lecture notes and other resources for every subject. Teacher Guides (TG) are prepared by the subject developer to assist lecturers and tutors to effectively manage the subject. The Subject Administrator updates these as minor changes are made to the subject or resource materials. Changing of prescribed texts or recommended readings may require updating of the Teacher Guide for a subject. These updates must be completed within the timelines set for uploading to the Learning Management System.



Definitions

Textbook – Usually referenced compilation on a broad range of topics relevant to a subject.

Prescribed Text – Textbook that students are required to purchase when studying a particular subject.

Student – is an individual person who is formally enrolled to study at the College. The individual person is that who appears on the College's documents such as enrolment, admission, and payment documents, and who is assigned an individual student ID.

Recommended readings – Texts, articles or journals that provide additional resources, information, or perspective on the subject.

Related Procedures

Not Applicable

Further Information

Related Policies

Library Collection Development Policy

Related Documents

Endeavour National Textbook and Resource Brochure

Guidelines

Guidelines for Changing Higher Education Subject Outlines

Benchmarking

Not Applicable

Supporting Research and Analysis

Not Applicable

Related Legislation

Not Applicable



Review and Approval

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Recommending Body

Director of Education

Approval Body

Academic Council

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Policy Status

Revised

Responsibilities for Implementation

- Academic Staff
- Director of Education
- National Librarian
- Online Retail Coordinator

Key Stakeholders

- Academic Staff
- Director of Education
- Higher Education Students
- Library Staff