

**RESOLUTION TO REVISE UNIVERSITY POLICY 6400:  
POLICY ON UNIVERSITY TEXTBOOK SALES**

**WHEREAS**, the Commonwealth has enacted legislation, §23.1-1308, Code of Virginia, as amended, that requires state universities to make public listings of required or assigned textbooks; and

**WHEREAS**, the legislation further requires the Board of Visitors to implement procedures for making available to students, in a central location and in a standard format on the University's website, a listing of required or assigned textbooks; and

**WHEREAS**, operations of the Virginia Tech Bookstores has recently been transferred from Virginia Tech Services, Inc. to Virginia Tech Auxiliary and Business Services, an auxiliary service of the university; and

**WHEREAS**, Virginia Tech Auxiliary and Business Services has proposed and agreed to compile, publish, keep, and maintain this requisite information required on the appropriate university website; and

**WHEREAS**, university policy 6400, "Policy on University Textbook Sales" further describes the university's policy and procedures regarding textbooks;

**NOW, THEREFORE, BE IT RESOLVED** that Virginia Tech Auxiliary and Business Services is recognized as the university's department to compile, publish, keep, and maintain listings for assigned or required textbooks in accordance with §23.1-1308, Code of Virginia; and

**BE IT FURTHER RESOLVED** that policy 6400 shall be updated as indicated in the attachment.

**RECOMMENDATION:**

That policy 6400 be updated as indicated in the attachment.

November 18, 2025



## Virginia Polytechnic Institute and State University

# Policy on University Textbook Sales

### No. 6400

**Policy Effective Date:**  
6/3/2019

**Last Revision Date:**  
~~10/8/2015~~ 10/8/2025

**Policy Owner:**  
Cyril Clarke

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Earley  
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**Affected Parties:**  
Undergraduate  
Graduate  
Faculty  
Staff

**1.0 Purpose**  
**2.0 Policy**  
**3.0 Procedures**  
**4.0 Definitions**  
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## 1.0 Purpose

This policy provides guidelines and procedures addressing textbook sales by the Virginia Tech Bookstores. The policy addresses action by the General Assembly of Virginia, Section 23.1-1308 Code of Virginia.

## 2.0 Policy

While the adoption of course textbooks is a function of the individual faculty and his or her department, certain University standards must be met. In order to provide the orderly and cost-effective adoption of various course books and materials, the following are enacted:

1. Selection of textbooks and other materials for adoption shall be made available to the Bookstore no later than April 15, for materials and books required for any fall semester class. For the spring semester of any year, the deadline shall be October 15 of the year immediately preceding the spring semester.
2. In the textbook adoption process, the intent to use all items ordered, particularly each individual item sold as a part of a bundled package, shall be affirmatively confirmed by the faculty member. In the event that the faculty member does not intend to use each item in the bundled package, such faculty member shall notify the Bookstore so that the most cost-effective procurement for the University and the student can be utilized.
3. The faculty member shall affirmatively acknowledge the Bookstore's quoted retail price of textbooks selected for use in each course.
4. Faculty members are encouraged to limit their use of new edition textbooks when previous editions do not significantly differ in a substantive way, as may be determined by the appropriate faculty member.
5. Financial aid calculations shall continue to include a component for textbook costs. Students who are not receiving financial aid through the Office of University Scholarships and Financial Aid and who represent that they cannot afford textbook costs shall be referred to the Office of University Scholarships and Financial Aid for assistance. Before adoption of a particular textbook, the respective department adopting such book shall determine that a copy of the textbook is on reserve in the University Library during any period that the textbook is to be used.
6. In accordance Section 23.1 – 1308 Code of Virginia, the University has adopted guidelines for the use of low-cost and no-cost open educational resources in courses offered at the university. Such guidelines may include provisions for low-cost commercially published materials. These guidelines are available on the [University Libraries Open Education Resources webpage](#).



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### 3.0 Procedures

The Virginia Tech Bookstores, operated by Virginia Tech Auxiliary and Business Services as Virginia Tech Services, Inc., an auxiliary service of the University, provides the functions to be in compliance comply with the revised textbook sales law. Virginia Tech Auxiliary and Business Services Virginia Tech Services, Inc. will compile, publish, keep and maintain the requisite information required by state law on the appropriate University website.

As part of the federally required Cost of Attendance, the Office of University Scholarships and Financial Aid (USFA) includes a component for the purchase or rental of textbooks. This textbook component is considered when USFA develops each student's financial aid offer. Students who cannot afford textbooks should contact USFA for assistance. USFA will work with any student, regardless of financial aid eligibility, to identify available options, which may include a short-term loan to assist with textbook costs. The Office of University Scholarships and Financial Aid determines annually a cost of attendance figure used in the calculation of financial need. Included in that calculation is an average textbook cost. Students who qualify for and receive financial aid may receive funding to purchase textbooks. For students who do not qualify for or seek financial aid, a short term loan fund is available against which the student can borrow to purchase textbooks.

### 4.0 Definitions

**Books**, in regards to this policy, are a medium of information, writings or record published for reading. They can be fiction or non-fiction and are sold either in physical or digital formats.

**Course Materials** are the resources used to teach a course, including but not limited to books, textbooks, faculty intellectual works, lab supplies, courseware and other materials. They can be in many forms including print, on-line or digital.

**Textbooks** are defined as published materials in print which are approved by the faculty for use in University courses.

**Virginia Tech Auxiliary and Business Services** ~~Virginia Tech Services, Inc.~~ is a division ~~an auxiliary service of~~ Virginia Polytechnic Institute and State University that offers a comprehensive suite of essential services catering to faculty, staff, students, and visitors.

**Virginia Tech Bookstores** are ~~owned and operated by Virginia Tech Services, Inc.~~ Virginia Tech Auxiliary and Business Services.

### 5.0 References

§23.1 – 1308 Code of Virginia, Chapter 752, approved April 4, 2018.  
<https://legiscan.com/VA/text/HB454/id/1784322>

University Libraries Open Education Resources ~~Website~~ Guidelines  
<https://guides.lib.vt.edu/oer>



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### 6.0 Approval and Revisions

Approved August 1, 2006 by the University Provost and Vice President for Academic Affairs, Mark G. McNamee.

Approved August 28, 2006 by the Virginia Tech Board of Visitors.

- Revision 1  
Additional open educational resources guidelines added to incorporate Code of Virginia Section 23.1-1308 adopted by the Virginia General Assembly  
Approved June 3, 2019 by the Virginia Tech Board of Visitors
- Revision 2  
Policy revised to reflect Virginia Tech Bookstores are operated by Virginia Tech Auxiliary and Business Services. Updates to definitions and links.  
Approved November [day], 2025 by the Virginia Tech Board of Visitors