

Title: POLICY ON THE PROVISION OF COURSE MATERIALS

CLASSIFICATION: FACILITIES MANAGEMENT
FIRST ADOPTED: December 01, 2022
AMENDED: N/A

Article 1 Purpose and Principles

This policy establishes the principles and conditions to ensure that all Dawson students have equitable access to course materials, and that the provision of course materials respects all copyright and procurement laws and regulations.

Article 2 Scope

This policy applies to all course materials in any format, including:

- Textbooks (hardcopy or eBook)
- Course packs (free or for sale; hardcopy or digital format)
- Customized packages or custom ordered items
- All course-specific products or services that must be purchased by or provided to students, including art and lab supplies

Article 3 Roles and Responsibilities

Bookstore

The Bookstore is responsible for establishing procurement procedures for equitable and legal access to course materials.

The Bookstore will publish procurement procedures and all pertinent copyright information on its website

Teachers

Teachers are required to respect the law, this policy and to follow the procedures established by the Bookstore.

Teachers or their delegates are prohibited from selling course materials to students.

Article 4 Policy Statement

The acquisition of all course materials and any use of external suppliers for the provision of course materials must respect the college purchasing process and Bylaw 10, with respect to the acquisition of goods.

All materials that students are required to purchase for courses must be sold through the Bookstore. Teachers who wish to have their students purchase these items directly from external suppliers must receive the written authorization of the Coordinator of Auxiliary Services or delegate.

All reproductions of any amount of copyrighted material, including course packs and any materials a teacher shares with students in paper copy or digital copy, must comply with copyright law.

Article 5 Application of the Policy

The Coordinator of Auxiliary Services is responsible for implementing this policy and overseeing its application.

Article 6 Final provisions

The Director of Facilities Management is responsible for reviewing and, if needed, revising and approving this policy.

This policy comes into effect on the date it is approved by the Director of Facilities Management.

This policy supersedes all other policies and procedures related to the provision of course materials.