

BLUE MOUNTAIN COLLEGE

Policies and Procedures

AREA: Academic Affairs

NUMBER: Policy 2.20

SUBJECT: Textbooks

1. **Selection and Ordering Textbooks**

Every textbook used at Blue Mountain College should be appropriate to the course in which it is used; it also must be judged appropriate to the mission of Blue Mountain College as a Christian institution. The primary responsibility for the selection and ordering of textbooks rests with the professor, subject to review by the Department Chair. Students may place orders for textbooks with the BMC Bookstore during registration days for the next semester or may order them from other textbook providers. Even though textbooks will not be housed in the bookstore for sale, a list of required texts and ISBN numbers will be provided to students via the Blue Mountain College website at www.bmc.edu.

Professors needing examination copies of textbooks should contact the publisher. Most publishers provide links on their website for ordering desk or examination copies of a textbook. It is the responsibility of the professor to obtain these from the publisher.

2. **Textbook Buyback and Return**

The student bears responsibility for the sale of used textbooks. The Blue Mountain College Bookstore does not purchase used textbooks.

SOURCE: Board of Trustees: October 04, 2002; June 19, 2006; October 03, 2008.