



## OntarioLearn Procedure

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<b>PROCEDURE TYPE:</b>	Administrative
<b>PROCEDURE TITLE:</b>	Textbook Procedure
<b>PROCEDURE NO.:</b>	ADMIN-009.1
<b>RESPONSIBILITY:</b>	OntarioLearn Policy Committee
<b>APPROVED BY:</b>	OntarioLearn Board of Directors
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### Introduction

Textbooks are a critical resource to support student learning. Course textbook requirements must be provided by the host college to OntarioLearn within the specified timeframes to allow sufficient time for each registering college to ensure availability for their registered students.

This procedure provides the structure by which host colleges convey textbook information to registering colleges. It provides a mechanism to establish content requirements and handling content changes.

### Definitions

**Host college:** The College who owns/delivers the course.

**Registering college:** The College where the student is registered.

### Procedure

1. The host college is required to record the textbook information on the OntarioLearn portal course record including; the textbook title, author, publisher, edition, and ISBN by the intake publishing deadline.
  - a. In the event the textbook(s) has not been confirmed, the textbook information on the portal course record must read "TBA". Host colleges must provide a "status update" of all "TBA textbook(s)" no later than 6 weeks prior to the course start date. This task will be incorporated into the critical path each term.
  - b. The host college is to record "no textbook required" in the textbook title field for any course that has no textbook requirement.
  - c. All textbooks are considered a REQUIRED resource unless otherwise stated. Textbooks that are "optional" or "recommended" resources should be noted with the prefix "OPTIONAL" in the textbook title field on the portal course record.

2. After each intake publishing deadline the OL Administrator generates a master textbook list (excel/word format). The master files are available to all colleges in the “OL Textbooks” sub-conference area on FirstClass.
3. Textbook changes or updates that are reported after the intake publishing deadline must be updated on the OntarioLearn portal course record by the host college. The host college must also post a notice to the “OL Textbook” sub-conference on FirstClass to inform all registering colleges of the change(s). The host college must include the host code/title and highlight the modified element. The OL Administrator will update the word/excel master files to reflect any reported textbook changes or updates.
4. In the event that a textbook is not available to registering colleges, the registering college can contact the host college for assistance with alternate arrangements. These arrangements are at the discretion of the host college and may include but are not limited to:
  - i. Making textbooks available for purchase at the host college bookstore for students from registering colleges.
  - ii. Temporarily accommodating other textbook/editions
  - iii. Providing assistance with placing orders directly with the publisher

#### **Accessibility and AODA considerations**

OntarioLearn’s commitment to accessibility and AODA standards has been considered in the development of this policy.

#### **Related policies, procedures and directives**

Textbook Policy (ADMIN-009)