

**Publication of Instructional Materials****4185**

In its support of student success, the Board of Trustees is committed to ensuring that required texts and other learning materials directly serve the pedagogical needs of the course at the lowest practicable cost to students. The Board encourages the writing and publishing of auxiliary instructional materials for use in the Foothill-De Anza Community College District when such materials better meet the needs of District students appropriate than commercially published materials are not available. In addition, and as memorialized in Board Policy 6141, the Board encourages the use of educational resources available free through the public domain to augment and/or replace commercially produced materials.

With the intent to realize its commitment, the Board adopts the following:

1. All materials printed and prepared through District and/or college printing services will be sold at the District's actual cost, i.e., the cost of production (reproduction, printing, collating, and associated costs) plus a small mark up for selling the item through the college bookstore.
2. No employee of the District may shall receive profit or royalties on materials which that are reproduced for use only in the District.
3. Faculty authors will recuse themselves whenever possible from departmental decisions on required course materials when their own texts or media are among those under consideration.
4. Texts and other learning materials that involve a cost to students will be made available for purchase only in accordance with the procedures established at the college. No faculty member or other District employee shall engage in direct sale of any learning material to students.

Faculty will observe all appropriate copyright regulations in the reproduction of materials.

Respective ownership of copyrights by the District and employees is determined by the appropriate collective bargaining agreement and applicable federal and state copyright law.

Ed. Code Section 78900