

<b>ADMINISTRATIVE DIVISION</b>	Administration and Finance
<b>POLICY NUMBER</b>	BUSA 3.00
<b>POLICY TITLE</b>	Textbook and Supplies Orders
<b>SCOPE OF POLICY</b>	USC System
<b>DATE OF REVISION</b>	March 2, 2026
<b>RESPONSIBLE OFFICER</b>	Executive Vice President Administration and Finance and Chief Financial Officer
<b>ADMINISTRATIVE OFFICE</b>	Business Affairs

## **PURPOSE**

This policy establishes the framework for textbook and course materials ordering across all University of South Carolina institutions. Its purpose is to ensure that all course materials are procured in compliance with university contracts, state procurement requirements, and applicable federal regulations while supporting accessibility, affordability, and compliance with disclosure standards under the Higher Education Opportunity Act (HEOA).

## **DEFINITIONS**

### **University Bookstore:**

The official bookstore operation for a USC institution, managed either directly or through a private company selected via a competitive procurement process. The bookstore provider holds exclusive rights to handle textbook and course materials orders for that institution.

### **Course Materials:**

All required or recommended instructional materials for a course, including textbooks, electronic resources, access codes, and other learning supplies specified by an instructor.

### **Book Adoption:**

The process by which an instructor selects and communicates required or recommended course materials for an academic term.

## **POLICY STATEMENT**

Each USC institution must manage the ordering and sale of textbooks and related course materials through its designated University Bookstore provider.

Faculty and departments must submit all required and recommended course materials to the University Bookstore in accordance with institutional timelines and procedures.

The operation of the University Bookstore is contracted to a private company selected through the State of South Carolina Request for Proposals procedure. All terms of this exclusive contract must be followed by all university departments and course instructors of the university.

This policy applies to all institutions within the University of South Carolina System.

**PROCEDURES**

Detailed procedures for the adoption, ordering, and distribution of textbooks and course materials—including submission deadlines and forms—are maintained by each institution’s designated office (e.g., Bookstore Services, Business Services, or Academic Affairs).

**RELATED UNIVERSITY, STATE AND FEDERAL POLICIES**

[PUBLIC LAW 110–315](#) Higher Education Opportunity Act  
South Carolina and University procurement policies and procedures

**HISTORY OF REVISIONS**

<b>DATE OF REVISION</b>	<b>REASON FOR REVISION</b>
November 1, 2006	New policy approval.
May 5, 2017	Change in reporting deadline reflects current practice.
March 2, 2026	Policy updated to system template and revised.