# LIST 3: Departments and groups

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| Completed | Departments / Groups | Key contact | Textbook responsibilities | Considerations |
|  | Printshop |  | *Print individual and bulk on-demand and preordered textbooks* |  |
|  | Bookstore / Campus store |  | *Orders and sells textbooks, faculty textbook adoptions, student textbook lists. Maintain textbook inventory, online and printed.*  | *Are faculty required to report free adopted (open) textbooks? Are links to open textbooks provided, by the bookstore, to other systems such as course registration?* |
|  | Purchasing department |  | *Receive textbook requisitions from instructors.* |  |
|  | Faculty members / departments |  | *Evaluate/review textbooks for course, assign textbooks, customize open textbooks for course, teach using textbooks* | *Are open textbooks clearly marked/explained in the course syllabus?* |
|  | Department chairs |  | *Selects/assigns/approves course textbooks* | *Are all course sections/instructors required to use assigned textbook? May instructors recommend a textbook?* |
|  | Student body / student union |  | *Purchase and learn from textbooks* | *Can students easily identify which courses use open textbooks? Are incoming students educated about open textbooks?* |
|  | Library |  | *Catalogue/curate/publish textbooks; educate students and faculty about open textbooks* | *Are open textbooks assigned to courses placed on Course Reserve (printed) or Electronic Resource (online)?* |
|  | Registrar’s office / admissions department |  | *Course schedules, student registration, course outlines/syllabi* | *Are courses/programs using open textbooks clearly tagged and explained in the course schedules/outlines/syllabi? Is this information required or optional? When students register, can they clearly identify which courses use open textbooks and how to obtain them both online and printed?* |
|  | Academic governance (Education council, Senate) |  | *Selects/assigns/approves course textbooks* |  |
|  | Recruitment office |  | *Educates potential students about the advantages of attending.* | *Are courses/programs using open textbooks clearly marked and explained in the course catalogue?* |
|  | Articulation committees |  | *Recommend/review textbooks, research course transfers and articulation* |  |
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