**Selection Guidelines:** To comply with state mandates, the following procedure is adopted for selection of all instructional materials at Santa Fe College.

1. The responsibility for selecting appropriate textbooks and instructional materials to support the delivery of course and program curriculum lies with the faculty. This right and responsibility of the faculty to choose appropriate materials also carries the accountability for considering affordability. In most cases, textbook selection will be made by a committee of full-time faculty who teach the course, with input solicited from other stakeholders (e.g., adjunct faculty, lab personnel) as appropriate.  
   Criteria for selection will include:
   1. Quality, accuracy, depth, and breadth of content;
   2. Cost to students;
   3. Reliability of publisher and past experience with publisher’s products;
   4. Quality and cost of any student support materials, instructor support materials.
   5. The availability from the publisher of accessible versions of hard-copy textbooks.
   6. The accessibility of website content and other electronic media. Videos should be captions and other materials accessible to assistive technology.
   7. The ability of the publisher to provide a voluntary product accessibility template (VPAT).
2. In order to provide appropriate consistency across multiple sections of the same course, all sections of a given course are encouraged to adopt the same textbook. In cases where there is appropriate disciplinary variation in methodology, canon, or topics, departments will identify a choice of no more than three textbooks for all instructional staff to use. Supplemental materials may vary by section but are not to be assigned in place of one of the common texts selected by the department. (Exceptions to this standard may be made for approved pilot projects, Honors classes, grant-related activities, or other such innovations.)
3. Departments are especially asked to consider the adoption of free or low-cost open educational resource materials available through OpenStax, Creative Commons, or similar resources.
4. Approval of all instructional materials adopted by faculty will be confirmed by the appropriate department chair or director.
5. Texts adopted by a department should be maintained for a minimum of three years, unless reconsideration is required by significant changes in curriculum, changes in availability of the adopted materials, or adoption of a less costly alternative.
6. In considering the adoption of any instructional material, faculty must attest that
   1. Cost was taken into account as an important factor within the adoption decision;
   2. All textbook and other instructional items ordered will be used, particularly each item sold as part of a bundled package;
   3. The extent to which a new edition differs significantly from earlier editions was considered (notwithstanding the question of whether earlier editions are available).