CUNY colleges are required by the 2008 Higher Education Opportunity Act (HEOA) to publicize the materials assigned for each course section (books, coursepacks, CDs) before the term begins. This information is intended to help students plan their access to and/or purchase of course materials. Particularly in a challenging economic climate, students benefit from having time to explore all of their options and seek competitive pricing. At the same time, having this information easily accessible helps the campus bookstores order materials promptly.

To that end, the BookList application has been prepared by Central Office Computing & Information Services (CIS) staff. The staff acknowledges the Brooklyn College CIS team for the program on which this application is based, and for its collaboration and assistance throughout.

By October, 2011, the various books and other materials that will be required for each Spring 2012 course must be entered in this system. Information may be entered by individual faculty members holding responsibility for a course or course section, and/or by designated departmental administrators.

All faculty should be able to access the BookList application and enter/edit course material information by virtue of their course assignments, as reflected by their accounts associated with the CUNY Portal Login (http://portal.cuny.edu). If you are a faculty member who has not yet claimed your CUNY Portal account, please note that it will take about 24 hours for the system to recognize you as the faculty member of record for your course(s) and allow you to enter your course material information.

Departmental administrators are granted access to enter/edit book/materials data for all courses and sections within their specified departments. This access is granted by a campus administrator. You can find a full list of campus administrators on page 29 of this manual.

The following pages will walk you through sample information submissions. The manual also features a number of Frequently Asked Questions (FAQs) and responses.

You may also visit the CUNY Library Services website dedicated to information about the textbook and course materials requirements of the Higher Education Opportunity Act (HEOA): http://www.cuny.edu/about/administration/offices/OLS/about-heoa.html.

Finally, keep in mind that Computing and Information Services (CIS) maintains an online Textbook Savings fact sheet, which presents tips and resources for locating affordable versions of textbooks. If possible, please direct your students to this resource: http://www.cuny.edu/about/resources/student/textbook-savings.html
If you’re already familiar with BookList system, you can use this as a cheat sheet. If you don’t know the BookList system yet, you can use this map to introduce you to the basics of the BookList system. Each step below corresponds with a section of the BookList Reference Manual; refer to the Reference Manual for more information on how to complete each step. Be particularly careful to read and review instructions about entering texts (III–IV) before you create your course materials list. (If you complete steps III–IV incorrectly, you could unintentionally modify the texts on other individuals’ and other department’s text lists!)

**Find your course**

Log into Citizen CUNY / CUNY Portal (http://portal.cuny.edu) and go to the BookList application.

**Enter books using a Google search**

**Enter other course materials (CDs, course packets, DVDs, software, etc.) manually**

**Warning:** If you complete these steps incorrectly, you may do harm to other individuals’ and departments’ course materials lists. Make sure that you fully read the instructions before and/or while completing these steps.
OR

V

Duplicate a course materials list from the current semester or a previous semester

OR

VII

Indicate that no materials are needed for your course

VIII

Check your course materials list

IX

Generate a report to send to the bookstore

X

Generate a report to monitor a list of courses with missing text lists
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I. GETTING STARTED: CITIZEN CUNY / PORTAL

1. Log in to Citizen CUNY / CUNY Portal: http://portal.cuny.edu

1.1 Enter your Citizen CUNY / CUNY Portal username and password here; click "Log In."

1.2 If you do not yet have a Citizen CUNY / CUNY Portal account, you can create one by clicking here.

Tip: After you create a Citizen CUNY / CUNY Portal account, it will take about 24 hours for the system to recognize you as the faculty member of record for your course(s) and allow you to enter your course material information.

2. Check your Primary College in Citizen CUNY / CUNY Portal

Many people teach or work at more than one CUNY campus, or are both a graduate student and an instructor. To access your course materials at a specific CUNY campus, make sure that your Citizen CUNY / CUNY Portal profile lists your primary affiliation as that campus.

2.1 Click "My Profile" to view your profile.
2.2 Make sure that your Primary College is the campus whose BookList records you want to edit.

2.3 If necessary, click "modify" to change your primary college affiliation.

2.4 After you click "Modify," you will be able to select the correct campus from the drop-down menu.
3. Find the BookList icon on your Citizen CUNY / Portal home page

3.1 Click “Faculty / Staff” to return to the Citizen CUNY / CUNY Portal home page.

3.2 Locate the BookList icon on the Citizen CUNY / CUNY Portal home page; click on the icon.
II. FINDING YOUR COURSE: ADMINISTRATORS

1. Click on your department to find your course

1.1 Look on the BookList home page for a list of departments whose text lists you can edit.

1.2 You may also click on your department in the full list of departments.

1.3 BookList will bring you to a list of course offerings for your department.

1.4 If necessary, use this drop-down menu to choose a different semester.

1.5 To create a new course materials list, click “Add a New Book / Material.”

1.6 To edit an existing course materials list, click “Edit Book List.”
III. Adding Texts Through a Google Search

The BookList system uses a Google search function to make text lists more accurate and standardized. This option can only be used for books and, in some cases, ebooks. All other course materials (course packets, DVDs, software, etc.) must be entered manually. (See “Adding Items Manually” on page 11.) Once you locate your book using a Google search, you can add a note to the students in the book’s record—to indicate that they may (or may not) purchase an alternate edition of the text, that they can find a copy of the text on reserve in the library, that they can rent the book, and/or that they can access a free copy of the text online.

1. Enter in search terms for your text

   1.1 Enter text title, author, publisher, and/or ISBN number here and then click “Search.”

   Tip: In most cases, the only information you need to enter is the ISBN number. ISBN searches are also the most reliable and accurate. To easily find a text’s ISBN number, search for the text on amazon.com, bn.com, or a similar online bookseller.

2. Check primary result

   Tip: There may be dozens of different editions of a given text, but each different edition has its own ISBN number and its own record in Google. In almost all cases you should be able to find the exact edition you want to assign, particularly if you have included the ISBN number in your search.

   2.1 The primary result will appear below the search field. If it’s the correct text, click “Select” and skip to step 4.2.
3. Check secondary results

4. Check text / edition and add book to text list

4.1 When you have found the correct text, click “Select.”

4.2 When you click “Select” BookList will copy your selected text to the right side of the page. Click on the book title or image of the book to view its record in Google books and double check that you have selected the correct text and edition.

4.3 To add the selected book to your course materials list, click “Add Clipped Google Results.”

3.1 If the primary result is incorrect, you can click the middle button here to see the top four results, or the right button here to view the top eight results.
5. Choose textbook options and add notes for the bookstore

5.1 Indicate whether the text is required or strongly recommended by using the drop-down menu.

5.2 Click the book title to add edition information and to add ordering instructions for the bookstore or additional information for your students.

Tip: The “Additional Info” box is a good place to tell students whether they must get the indicated edition of the text, or if they may purchase an earlier/alternate edition to save money. You can also use this box to tell students if a copy of the text is available on reserve in the library, if the book is available for rental at your campus bookstore elsewhere, or to provide a link to a free online edition of the text.

5.3 Once in the record for a book, you may edit “Additional Info,” “Ordering Instructions,” “Necessity,” and “Source”—to provide additional information to your students and/or to provide additional ordering information if you plan to export your text list to place an order with your campus bookstore.
5.4 If the “Edition” field is blank, enter the publisher and copyright year here. If the “Edition” field is not blank, only make changes if you’re absolutely certain that your changes are correct. Any changes you make to this field will be duplicated in all text lists in the BookList system that contain the book whose record you are editing.

5.5 Only edit “Resource Type” if you are absolutely certain that your change is correct.

5.6 WARNING: Do not edit “Title,” “Author,” or “Price” in the book record. If you do, your changes will be duplicated in all text lists in the BookList system that contain the book whose record you are editing.

5.6 If you make any changes to a book’s record, you will see this warning message. Make sure that you have only made changes to appropriate fields before you click “OK.”

5.7 Click “Save Changes” if you want to save your changes to the text record. Click the “Click here to return...” link if you don’t want to save any changes to the text record.
IV. ADDING ITEMS MANUALLY

If students are required to purchase any materials other than books (e.g. a course packet or a CD), you will have to enter the items manually. It is strongly recommended that you enter all books to your text list by using a Google search (see “Adding Texts Using a Google Search,” page 7); if necessary, however, you may also enter books manually.

1. Manually entering items that do not have an ISBN number (CDs, course packets, DVDs, etc.)

1.1 Enter as much information as you can into the manual entry form. You must add at least a title and a price.

1.2 After you have entered as much information as you can into the manual entry form, click “Add Item” to add the item to your course materials list.

Tip: Unlike books added through a Google search, manually entered items do not link to an external record of the item students are required to buy—so make sure to include enough information that the students will be able to identify and purchase the correct item.
2. Manually entering items that have an ISBN number (i.e. books).

2.1 Enter only the ISBN number and title. (You will be able to add additional information later.)

2.2 Click “Add Item” and the BookList system will attempt to retrieve a price based on the provided ISBN number, and will see if the ISBN number matches any existing records in the BookList system.

2.3 If your text appears elsewhere in the BookList system, you will see this warning box. **WARNING:** You must click “Cancel” or else you will overwrite information entered into the system by other faculty members. If necessary, you may edit any incorrect information in step 2.7.

2.4 Indicate whether the text is required or strongly recommended by using the drop-down menu.

2.5 Click the book title to add additional information about the book, to add a note to your students about the book, and/or to add ordering information for the bookstore. Please note: if the system has not successfully retrieved a price, you **must** enter one.
IV. Adding Items Manually

2.6 The ISBN number is the only field that you can’t edit after you create the record for the text. If you have entered an incorrect ISBN number, you must delete the entire record and create a new record with the correct ISBN number.

2.7 If the “Author,” “Edition,” and “Price” fields are blank, please fill them in. If there is data already in any of these fields, only edit them if you are certain that your changes are correct. Any changes you make to these fields will be duplicated in all text lists in the BookList system that contain the book whose record you are editing.

The ISBN number is the only field that you can’t edit after you create the record for the text. If you have entered an incorrect ISBN number, you must delete the entire record and create a new record with the correct ISBN number.

2.8 If you wish, you may edit “Additional Info,” “Ordering Instructions,” “Necessity,” and “Source”—to provide additional information to your students and/or to provide additional ordering information if you plan to export your text list to place an order with your campus bookstore. Edit “Resource Type” only if you are certain your changes are correct.

2.9 Only edit “Resource Type” if you are certain your changes are correct.
V. Duplicating a Course Materials List

Departmental administrators may want to duplicate a book list across all sections of a course, or may want to duplicate a book list from a previous semester.

1. Duplicate a list from the current semester.

1.1 While in the record of the course materials list you would like to duplicate, click on this link.

1.2 Check the course section(s) to which you would like to copy the selected text list.

1.3 Click “Submit.”

Tip: Once you duplicate a book list from one section of a course to another, those two sections will be linked and will share a book list. So if some sections of a course will use different editions of a text—or if some sections of a course will have a slightly different course materials list than others—you must create separate records for those courses.
2. Duplicate a list from a previous semester.

### 2.1 Find your course in your department’s list of courses and click “Edit Book List.”

<table>
<thead>
<tr>
<th>SECTION</th>
<th>No Book List</th>
</tr>
</thead>
<tbody>
<tr>
<td>TH320 (reg. code 2063)</td>
<td><a href="#">Edit Book List</a></td>
</tr>
<tr>
<td>BookList</td>
<td>Clausthal Technical University</td>
</tr>
<tr>
<td>Instructor</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

Tip: You will be able to add to, delete from, and otherwise edit lists copied from a previous semester, so you can use a copied list as a starting point for a new course materials list.

**V. Duplicating A List — 16**
2.2 Once in the record for your course, use this drop-down menu to choose the semester of the course materials list you would like to copy. Please note: you can only copy a text list from a previous version of the same course whose record you are editing.

2.3 When you have found the course whose text list you would like to copy, click this button.

2.4 This warning message will appear. If you are certain that you want to replace your current course materials list with the selected course materials list, click “OK.” Please note: overwritten information cannot be recovered.
VI. UNLINKING DUPLICATE LISTS

Once a course materials list is copied to an additional section of a course, the course records will be linked. This means that any further changes you make to that course materials list will apply to all sections of the course that share the list. If you want to make changes to the course materials list for only one section of a course, you must first unlink the records, and then create a new course materials list for that section.

1.2 Uncheck the course section(s) you want to unlink.

1.3 Click “Submit.” You will now be able to create a new text list for your course.
VII. “NO MATERIALS NEEDED” RECORDS

If students are not required to purchase any materials for a course, you must indicate this in the BookList system. This will let the students know that they will not have to buy materials for the indicated course; otherwise it may seem as though the instructor or department simply hasn’t yet completed a course materials list.

1.1 Find your course in your department’s list of courses. Click “Edit Book List.”

1.2 Click the “No Course Materials Needed” button.

You can also...
- See the Student’s View of This Section
- View Prior Book Lists (ENGL. 1012)
- View Book Lists By Department: English
- View Book Lists For Other Terms: Please Select

Course Materials List for Fall 2011
- ENGLISH
- COMPOSITION 2 (ENGL. 1012)
- MW11A (reg. code 0391)
VII. “NO MATERIALS NEEDED” RECORDS —

1.3 Click “OK” to verify that you are not requiring your students to purchase any materials for your class.

1.4 A note will appear in the record for your course to indicate that you are not requiring your students to purchase any materials.
VIII. CHECKING YOUR LIST

It is strongly recommended that you double check your course materials list when you are done putting it together. Students may begin buying the texts on the list before the beginning of the semester, so it is imperative that you publish a list that is as accurate as possible.

1.1 Check to ensure that your list is complete, that you have chosen the correct editions of all texts, and that you have given students all necessary information.

1.2 To view what your students will see (strongly recommended), click “See the Student’s View of This Section.”

1.3 Check the student view for accuracy.

1.4 To end your BookList session, click “Close Window”—or click your internet browser’s “back” button to continue editing your course materials list(s).
Faculty members are encouraged to make use of the BookList reports feature to prepare bookstore orders. Departmental administrators can use the report function to prepare department-wide bookstore orders or prepare bookstore orders for individual courses.

1. Go to “Reports” screen and enter search data

1.1 In the full list of courses offered by your department, click on the “Access Reports” link.

1.2 Choose your department from the drop-down menu.

1.3 Enter the date range during which the course materials list(s) you want to export were created or last modified—whichever is more recent. Click on the “…” buttons if you prefer to choose dates in a calendar view.

1.4 Choose the “Excel” option if you want to be able to manipulate, save, and / or share your data. Click “Submit.”

Tip: Your report will contain data for all of the course materials lists from your department that were created or edited in your chosen date range. Reports run with a narrower date range will yield less extraneous data—which is preferable if you only want information on a single course. If you want a more comprehensive report, provide a wider date range.
2. Open your report in Microsoft Excel

2.1 Choose “Open with Microsoft Office Excel” and click “OK”

Tip: If you do not have Microsoft Excel on your personal or office computer, check the computers in your campus library to see if they have Excel.

2.2 Before you can edit and share your report, you must first save it on your computer or an external hard drive by clicking “Save As” in the drop-down “File” menu.
3. Check and edit your report as necessary

3.1 Even if you specified an exact date that your list was created / last modified, your report may contain course materials information for other courses in your department. Before sending your report to the bookstore, check for extraneous information.

3.2 BookList reports will group together the texts from each separate course, so it will be easy to determine what course materials are yours and what course materials must be deleted.

3.3 To delete multiple rows at once, hold the “Shift” button down while clicking on the numbers to the left of the rows you would like to delete. The rows will be highlighted. Choose “Delete” from the “Edit” menu.
X. REPORTS: MISSING LISTS

Departmental administrators can use the BookList report's feature to monitor what courses do not yet have a course materials list in place.

1.1 In the full list of courses offered by your department, click on the "Access Reports" link.

1.2 Choose your department from the drop-down menu, and then click the "Go" link.
1.3 You will see a report that lists all courses from your department that do not yet have a course materials list.

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<th>Department Name</th>
<th>Course</th>
<th>Section</th>
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<th>First Name</th>
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<td>MARKS</td>
<td>D</td>
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## XI. Campus Administrators

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<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Baruch</td>
<td>Arthur Downing</td>
<td><a href="mailto:arthur.downing@baruch.cuny.edu">arthur.downing@baruch.cuny.edu</a></td>
</tr>
<tr>
<td>BMCC</td>
<td>Sidney Eng</td>
<td><a href="mailto:seng@bmcc.cuny.edu">seng@bmcc.cuny.edu</a></td>
</tr>
<tr>
<td>Bronx Community College</td>
<td>Teresa McManus</td>
<td><a href="mailto:teresa.mcmanus@bcc.cuny.edu">teresa.mcmanus@bcc.cuny.edu</a></td>
</tr>
<tr>
<td>City College</td>
<td>Josh Wilner</td>
<td><a href="mailto:jwilner@ccny.cuny.edu">jwilner@ccny.cuny.edu</a></td>
</tr>
<tr>
<td>College of Staten Island</td>
<td>Wilma Jones</td>
<td><a href="mailto:jones@mail.csi.cuny.edu">jones@mail.csi.cuny.edu</a></td>
</tr>
<tr>
<td>Graduate School of Journalism</td>
<td>Tina Marie Vella</td>
<td><a href="mailto:tinamarie.vella@journalism.cuny.edu">tinamarie.vella@journalism.cuny.edu</a></td>
</tr>
<tr>
<td>Hostos</td>
<td>Christine Mangino</td>
<td><a href="mailto:cmangino@hostos.cuny.edu">cmangino@hostos.cuny.edu</a></td>
</tr>
<tr>
<td>John Jay</td>
<td>Kevin Nesbitt</td>
<td><a href="mailto:knesbitt@jjay.cuny.edu">knesbitt@jjay.cuny.edu</a></td>
</tr>
<tr>
<td>Kingsborough</td>
<td>Reza Fakhari</td>
<td><a href="mailto:reza.fakhari@kbcc.cuny.edu">reza.fakhari@kbcc.cuny.edu</a></td>
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<tr>
<td>LaGuardia</td>
<td>Steve Ovadia</td>
<td><a href="mailto:sovadia@lagcc.cuny.edu">sovadia@lagcc.cuny.edu</a></td>
</tr>
<tr>
<td>Lehman</td>
<td>Adelaide Soto</td>
<td><a href="mailto:adelaide.soto@lehman.cuny.edu">adelaide.soto@lehman.cuny.edu</a></td>
</tr>
<tr>
<td>Macaulay Honors College</td>
<td>Tim Caron</td>
<td><a href="mailto:tim.caron@mhc.cuny.edu">tim.caron@mhc.cuny.edu</a></td>
</tr>
<tr>
<td>Medgar Evers</td>
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<td><a href="mailto:cschrader@mec.cuny.edu">cschrader@mec.cuny.edu</a></td>
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<tr>
<td>New Community College</td>
<td>Larry Fried</td>
<td><a href="mailto:lfried@mail.cuny.edu">lfried@mail.cuny.edu</a></td>
</tr>
<tr>
<td>NYC College of Technology</td>
<td>Sonja Jackson</td>
<td><a href="mailto:sjackson@citytech.cuny.edu">sjackson@citytech.cuny.edu</a></td>
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<tr>
<td>Queens College</td>
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<tr>
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<td><a href="mailto:pmarchese@qcc.cuny.edu">pmarchese@qcc.cuny.edu</a></td>
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<tr>
<td>School of Professional Studies</td>
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<td><a href="mailto:george.otte@mail.cuny.edu">george.otte@mail.cuny.edu</a></td>
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<td><a href="mailto:hhenke@york.cuny.edu">hhenke@york.cuny.edu</a></td>
</tr>
<tr>
<td>Central Office</td>
<td>Jimmy Anastasio, Jane Davis, Erika Dreifus, Curtis Kendrick, Wendy Lader, Emily Stanback</td>
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</tr>
</tbody>
</table>

Central Office

- Jimmy Anastasio
- Jane Davis
- Erika Dreifus
- Curtis Kendrick
- Wendy Lader
- Emily Stanback
What is The Higher Education Opportunity Act?
Also known as HEOA, The Higher Education Opportunity Act (Public Law 110-315) was enacted on August 14, 2008. It “amend[s] and extend[s] the Higher Education Act of 1965,” and includes provisions that relate to textbook information, transparency in college tuition, federal grants and loans, and federal work-study programs, among many other things. For more information, and to access the full text of the bill, please go to: http://www2.ed.gov/policy/highered/leg/hea08/index.html.

What is the purpose of HEOA’s textbook provisions?
According to the act itself, “The purpose ... is to ensure that students have access to affordable course materials by decreasing costs to students and enhancing transparency and disclosure with respect to the selection, purchase, sale, and use of course materials. It is the intent of this section to encourage all of the involved parties, including faculty, students, administrators, institutions of higher education, bookstores, distributors, and publishers, to work together to identify ways to decrease the cost of college textbooks and supplemental materials for students while supporting the academic freedom of faculty members to select high quality course materials for students.”
I don’t have a CUNY Portal account yet. Is there any other way of entering my textbook information, or do I need to go through CUNY Portal?
There is no way to access the BookList program other than through CUNY Portal—so yes, you will need to create a CUNY Portal account to enter your course materials information. It’s easy to create a CUNY Portal account, however. All you’ll need to do is provide your last name, social security number, and date of birth—and the system will recognize your record. See page 1 of this manual for a picture of the registration link.

I’m having trouble accessing my CUNY Portal account. What should I do?
If you created your CUNY Portal account less than 24 hours ago, try to log in again 24 hours have passed. If think you may have forgotten your user name or password, it’s easy to reset them: just click “Forgot your Username or Password?” link on the CUNY Portal login page. If you’re still having trouble accessing your account, click on the “Portal Help” link on the left hand side of the CUNY Portal login page. Please note: BookList administrators cannot assist with CUNY Portal issues. CUNY Portal has its own administrators, contact people, and help desks. To find these, click on the “Portal Help” link on the left hand side of the CUNY Portal login page.
**XIV. FAQs: Google Searches**

*I've scrolled through dozens of results and I can't find the right text! What should I do?*

Searches that don’t include an ISBN number often yield unreliable results, and your book may be on the 15th—or 25th—page of results. Repeat your search to include an ISBN number; if you don’t have the ISBN number for your book, you can easily find it by searching for the book on amazon.com, bn.com, or a similar bookselling site.

*I used an ISBN number in my search, and I got no results at all. What should I do?*


*I’m looking at my completed course materials list, and underneath one of the books I’ve selected there’s a picture of a seemingly random book. What is it, and can I get rid of it?*

A quirk of the BookList system is that, on rare occasions, Google inserts an image of a “related text” below the book you’ve chosen for your course materials list. At this point there’s no way to get rid of it.

*I typed in an incorrect ISBN number or other search information that didn’t yield any results—and now the Google search function doesn’t seem to be working at all. What should I do?*

If the Google search function seems to be frozen or otherwise non-functional, return to your course materials list by clicking on the course’s section code, which is at the top left corner of the page—or by clicking on the link “Click here if finished adding course materials to this section.” Once in your course materials list, click “Add a New Book / Material” and try your search again.
**XV. FAQs: Faculty Members**

*I don’t have access to the course materials list for a course I’m teaching. What should I do?*
Theoretically you should have access to a BookList record the day after you are entered into the system as the instructor of record for that course. If you’ve waited 24-48 hours after your appointment and you still don’t have access, please contact your departmental secretary.

*Is it always my responsibility to create a course materials list for my courses—and update them if I make any changes to the text lists?*
In most cases: yes, absolutely. However, some departments may designate an administrator to create course materials lists for some or all courses offered by that department. If you are unsure about your department’s rules, contact your department.

*I am team teaching a course with another faculty member. Which one of us should create and edit the course materials list for our course?*
If you are both listed as faculty of record for the course, you both have editing privileges for its text list. It is up to you to decide if only one of you will create and edit your course materials list, or if you will work on it together.

*Other than me, who else has access to the course materials list for the courses I’m teaching?*
Generally speaking, you are the only faculty member who can edit your course materials list—but campus administrators and departmental administrators also have editing privileges for your course materials lists.

*Why am I being asked to provide textbook information so long before the next semester starts?*
The HEOA requires that information on required course materials be available to students when they register for classes. This allows them to seek competitive prices for course materials, and also allows them to assess the actual cost of taking your course.

*What happens if I change my syllabus? Am I allowed to make changes to my course materials list after the original deadline has passed?*
The HEOA requires that textbook information be provided to students during registration "to the maximum extent practicable." Therefore changes are allowed, but are **strongly** discouraged. Make any necessary textbook changes as soon as possible—and please keep in mind that any changes you make may cause logistical and financial difficulties for your students, who may have already begun purchasing texts or who may have chosen your course because of the earlier quoted cost of required textbooks.

*I am not requiring my students to buy any course materials. Do I really have to go into BookList and indicate that in the record for my course?*
Yes. Otherwise it will look as though you simply haven’t yet entered in your course materials information, and students may think that you will create a text list at some point in the future. By officially indicating that no course materials are required, you are telling your students that it will not cost them any extra money to take your course.

*I don’t care which edition of a given text my students purchase. How do I indicate this?*
You must choose one specific edition of the text to list in the BookList system, either through a Google search or manual entry. (If you enter the text manually, you must include the author, title, and copyright date, along with a price.) You can use the “Additional Info” section to let students know if they can purchase an alternate edition, and/or access the text online. You can even include a link to other versions of the text if you wish.
What should we do about courses that are not assigned to faculty members or adjuncts by the publicized deadline—i.e. classes still marked “Staff” at the time of registration?

The HEOA requires that course material information be provided at the time of registration “to the maximum extent practicable.” If an instructor has not been assigned to a given course, a departmental administrator may indicate that course materials are “To Be Determined.” For courses that always use a standard textbook, it is strongly recommended that a departmental administrator enter that textbook information even before an instructor is assigned.

An instructor has been assigned to a course after the BookList deadline. How quickly do they need to create a course materials list for their course?

It is the responsibility of department chairs and/or department administrators to ensure that faculty members promptly create a course materials list after they are hired to teach a course. New or newly reappointed faculty members will be able to edit their course materials lists in BookList the day after their official hiring is completed and processed.

Do we have to leave it up to individual faculty members to create textbook lists for their courses?

Different departments have different needs, and if you wish you may choose a departmental administrator to enter in the course materials list for all of your department’s courses, or for selected courses (e.g. all required courses). If you want to assign administrative access to a staff or faculty member but do not have the privileges to do so, contact your campus BookList administrator (see page 29).