What do faculty need to do?
Record, in ISIS, the list of required and recommended texts for their courses, as soon as this information is available -- but no later than July 1 for fall courses and December 1 for spring courses. This information will immediately be visible through ISIS to students, other members of the Mount Holyoke community, and the public, with other course schedule information.

Where did this requirement come from?
Publishing your booklist is mandated by the federal Higher Education Opportunity Act of 2008, Section 133. Section 133 requires colleges and universities to disclose the ISBN and price for required and recommended texts for each course, with other registration details in the course schedule. If the ISBN is not available, we must list author, title, publisher, and copyright date. If we don’t have that material, we can say “to be determined,” but we are required to make a good faith effort to provide the material.

The full text of the legislation is available online at:  

As an aside, Section 133 also requires publishers to provide certain information to faculty, including the price, the copyright dates of the three previous editions if any, a description of revisions made between the current edition, the formats in which the book is published. Publishers are also required to unbundle texts from supplemental material.

When do we need to do this?
The legislation went into effect starting July 1, 2010. Per the requirements of the legislation, book lists should be entered before registration begins “where practicable”. The deadline is July 1 for fall courses and December 1 for spring courses.

Why is this a good idea?
There are many reasons. Here are a few:

• When students are able to get textbook information earlier, they have greater options to secure textbooks at the best possible price. The national market for used textbooks is very competitive.
• Earlier textbook information helps our local stores to offer to students more buyback options and to secure more attractively-priced used copies for sale.
• To comply with ADA regulations and guidelines, students with disabilities must have access to course materials in alternative format at the same time as other students without disabilities. Posting required reading lists in advance ensures that students and AccessAbility Services staff have adequate information and time to procure course materials in alternative format.
Increasing numbers of students ask for book lists well before the course begins—especially in the summer. Re-directing these inquiries to ISIS saves faculty from having to provide the information individually.

**Does this change how faculty should work with our local bookstores?**

No. In addition to recording your book list in ISIS, you must continue to submit your book list to the bookstore(s) of your choice as you have previously – as early as you can – using the bookstore’s established procedures and online/paper forms. Currently, faculty usually choose to order either through the Odyssey Bookstore across the street from the College or from the Mount Holyoke Campus Store in Blanchard Campus Center. Information about ordering through the Odyssey is available through the following link:

  [https://odyssey-firsts.squarespace.com/faculty](https://odyssey-firsts.squarespace.com/faculty)

Information about ordering through the Campus Store is available by calling 413-538-2090.

Unlike ISIS, bookstore staff can often offer advice and services to faculty developing their book lists. Bookstore staff can often correct ISBN numbers, alert faculty to alternative ISBNs (for example, the paperback release of the same edition), suggest alternatives if the total price for the booklist of a course becomes very high, or help faculty find books. You may want to place your book order with a bookstore, to get their feedback, before finalizing your list on ISIS.

**Where can students and others see the book list information in ISIS?**

In the ISIS “Search for Classes”, find the course you want, and then click on its day/time/location information to see the detailed Class Information. This is the same display where students, members of the Mount Holyoke community, and the public see other information about the course, such as prerequisites and faculty contact information.

![BOOK INFORMATION Table]

- **Title:** The Nuts and Bolts of College Writing
  **Author:** Harvey, Michael
  **Copyright:** 2003
  **Edition:**
  **Volume:**
  **ISBN:** 9780872205734
  **Publisher:** Hackett

<table>
<thead>
<tr>
<th>Needed in first 2 weeks?</th>
<th>Required?</th>
<th>Publisher full price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Required</td>
<td>10.00</td>
</tr>
</tbody>
</table>

- **Title:** Literary Theory: An Anthology
  **Author:** Rabin and Ryan, Julie and Michael
  **Copyright:** 2010
  **Edition:** 2nd
  **Volume:**
  **ISBN:** 97814051069
  **Publisher:** Wiley-Blackwell

  | Yes                      | Required   | 45.00                |

This is **NOT** the complete book list for this class.
Copies are on order at Odyssey
How do I record my book list in ISIS?

Login to ISIS and choose “Book List” from the “Courses” section of the ISIS for Faculty menu.

After a few seconds, the main Book List page will open. Select one of your courses at the top of the screen and press “Submit”.

Pick one of the “Add…” functions below:

And then press the “Submit” button again.

What’s the difference between the two Add options?

- If the book has been entered in any previous book list (by you or any faculty member at the College), you can use the “Add a book referenced in a previous book list” option to search for it and quickly draw its details into your book list.
- Otherwise, select “Add a new book” to enter, from scratch, the details about a book: its title, author, copyright year, publisher, and ISBN if available.

Once you’ve recorded a book, you’ll be returned to the main Book List page to add more details about how that book will be used in your course: will students need to have it at the start of the semester? Is it required or merely recommended for the course?

You can then add more books and, if needed, comments you’d like to appear under your book list in the ISIS schedule.

Finish by recording whether the book list information is now complete, or whether students should expect that you will have more books to add later.

Instead of adding individual books to your list, you may select the “Copy the booklist from any other course section” function to copy the entire booklist from another current or previous section of this or any course. The copied information will be merged into the booklist for this course, and then you may further edit it to delete individual texts or add other texts.
What price do I specify for each book in my book list?
Always specify the publisher’s list price for each book. This is the highest price the student might expect to pay for a new copy of the book. For many books, lower prices are available if the student locates a used copy or through some book stores, but you must list the publisher’s list price.

How do I determine the publisher’s list price?
It is usually printed on the back of a paperback or the inside of the dust jacket of a hardback. Another easy source for many books is Amazon.com where the list price is listed right under the title, usually with a strike through it and Amazon’s own price listed directly below.

How do I find the ISBN?
The ISBN is a string of 10 or 13 characters which uniquely identifies a particular title or edition of a title, from a particular publisher. It may be displayed with embedded spaces or dashes; those may be included or disregarded when you type the ISBN into ISIS. Some books have both a 10-character and a 13-character ISBN. Use either – they both identify the same book, just under an older or newer numbering scheme.

The ISBN is usually printed on the back of the book or with the publisher information at the beginning of the book. A great source for online lookups is bookfinder.com. There are some older books that don’t have ISBNs; for these, it is not necessary to find the ISBN if you can provide all the other details about the book’s publisher, author, title, copyright year, etc. Please supply the ISBN wherever possible, so students will know exactly which edition of the book you expect. If alternative editions would also be acceptable, you can add comments with that information. This is especially valuable for books available in both hardback and paperback, as they will have different ISBNs.

What if I’m teaching a class for which book purchases are neither required nor recommended?
This may well be the case in courses like PE or courses working exclusively from electronic materials posted to Moodle or a course packet. In these cases, it is critical that you record in ISIS that no books are required. Login to ISIS, select the “Book List” function from the ISIS for Faculty menu, select the class from the pull-down menu at the top of the page and press Submit. In the middle of the screen, check the box that says “If no book purchases are required/recommended for this class, check here.”

If no book purchases are required/recommended for this class, check here: ☐

In the ISIS class schedule, students and others will then see this for your course:
This message is distinct from the “To be determined” note which appears by default for all classes for which no book list information has yet been recorded:

<table>
<thead>
<tr>
<th>Book List</th>
<th>Needed in first 2 weeks?</th>
<th>Required?</th>
<th>Publisher full price</th>
</tr>
</thead>
<tbody>
<tr>
<td>To be determined</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This is NOT the complete book list for this class.

**With further questions, whom should I contact?**

If you run into problems or questions about how to enter your book list in ISIS, please email your question to the Registrar’s Office at registrar@mtholyoke.edu or phone the Registrar’s Office staff at 413-538-2025. The Associate Registrar will usually be the person to help you with issues or questions about mechanics.

Policy questions should be directed to the College’s Registrar, Elizabeth Pyle, at epyle@mtholyoke.edu.