

Faculty Colleagues (non law),

Book and course material adoptions for the spring 2025 term are **due by October 25, 2024** and must be submitted using the Follett Discover Tool. The Tool is located in [Blackboard](#) under the tools tab on the left-hand menu on the main page, before you enter into a course. **All required materials must be entered. If you do not require any materials, you must also put that information into the system.**

Here are some details for material selection:

- Students have the option to be in the [Villanova Textbook Access](#) program. Students may opt-out through the first week of classes. For fall 2024 roughly 83% of our students stayed in the program, and therefore saved a significant amount of money. This program provides students all their **required** textbook materials (including textbook digital access codes) for a fixed fee. For example, the full-time fee in Spring 2025 will be \$275. Please do not tell students to buy or print out any required materials; instead submit the required materials through the Tool so they are included in the Textbook Access program. Non textbook items like art supplies, lab coats, etc. are not part of the program but should still be entered into the Follett Discover Tool.
- Materials will by default be digital (duration of access is set by the publisher, typically 180 days). However, you can request paper copies or even longer access to digital materials (i.e. for a book used/referenced for future courses/labs in your discipline) if it is available. This information can also be entered in the Follett Discover Tool. Be aware that paper copies or longer access will increase the cost of the program for the students over time.
- You can put together custom course packs of free or copywrite materials (whole or portions of a works) for the bookstore to provide digitally or in print to students. The bookstore will obtain copywrite permissions/costs. These course material adoptions have the same due date as traditional course materials.
- Consider using open access (free) materials or free and unlimited seating electronic editions of required course books the Falvey Library has. Contact your [subject librarian](#) for assistance at identifying these. You must still enter these required materials in the Follett Discover Tool but add a note for the bookstore to not order the materials as they are either open access or will be provided by the library for free.
- If you have digital materials for your course, the bookstore will send you instructions before the start of the semester on how to link these in your Blackboard course. The library staff will assist you if you select materials from their collection.

- All questions about the adoption process should be addressed to [Clay Hardy](#) from the bookstore.

Keep up the great work and hope you are having a successful fall semester.

Randy Weinstein  
Vice Provost for Teaching and Learning  
Professor of Chemical and Biological Engineering