

## 8.b. Textbooks updating

<b>Subject</b>	Learning Resource Centre	<b>Effective From</b>	Sep - 2011
<b>Policy #</b>	8.b.	<b>Latest Revision</b>	Dec - 2023
<b>Title of The Policy</b>	Textbooks updating	<b>Next Review</b>	Dec - 2024
<b>Responsible Entity</b>	Library Standing Committee	<b>Policy Pages</b>	1
<b>Definitions</b>	<b>AAU:</b> Al Ain University		
<b>Purpose</b>	<p>This policy on textbooks availability and updating applies to all AAU students. The purpose of the policy has two objectives:</p> <ul style="list-style-type: none"> <li>• To ensure that textbooks are available for students and faculty, and</li> <li>• To ensure that textbooks are regularly updated and latest editions are always used.</li> </ul>		
<b>Scope</b>	Textbooks for courses offered by AAU		
<b>Statement</b>	<p>AAU is committed to ensure that textbooks are available and the latest editions are being used. Textbooks are vital component of the learning process. AAU ensures that textbooks for all offered courses are always available in the library as well as in the Book store. Updated lists of textbooks relevant to the courses should be prepared by departments/colleges on regular basis. Students' feedback is also taken into consideration. The lists are expected to be submitted to the library manager before the end of the academic year. The administrative unit orders textbooks from the publishers and make them available by the beginning of each semester.</p>		
<b>Procedures</b>	<p>This policy covers all textbooks for AAU courses. To ensure the availability of the latest textbooks, the following administrative Procedures are considered:</p> <ul style="list-style-type: none"> <li>• Faculty members are expected to select the appropriate textbook for their courses.</li> <li>• It is expected that the departments would review, update, and approve the list of textbooks for the department courses.</li> <li>• The administrative unit orders the approved list of textbooks from publishers.</li> <li>• Textbooks are received at the beginning of each semester.</li> <li>• Copies of textbooks are made available in the library for student use.</li> <li>• Textbooks are regularly updated by faculty members taking into consideration the latest publications in their specialization.</li> <li>• Latest editions should be used.</li> </ul>		
<b>Recent Changes</b>			