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Act 125 Textbook Adoption Data Reporting Requirements
FAQs and Recommendations
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Contact

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Act 125 Textbook Adoption Data Reporting Requirements FAQs and Recommendations

What is required?

As a result of Act 125/SB117, Louisiana’s postsecondary public colleges and universities are required to “Publish the course schedule and any required textbooks which have been reported to the institution on their website prior to opening course registration, but not later than thirty days prior to the beginning of each academic term, and provide this information to LOUIS: The Louisiana Library Network, individual campus libraries, and other entities or programs as might be specified by the Board of Regents.”

Why does the Board of Regents need this data?

LOUIS uses this data to provide your institution with textbook and course materials alternatives already available to students through their library, to make decisions about future collection purchases, and to provide your institution with savings impact data. Since 2012 the Affordable Learning Louisiana program headed by LOUIS: The Louisiana Library Network has saved 249,000+ students almost \$27 million in textbooks and course material costs alone. LOUIS maintains an [interactive dashboard](#) updated with student and saving impact data that you can use to demonstrate your institution’s commitment to affordable and accessible postsecondary education.

When must this requirement be implemented?

Beginning in Fall of 2021, each public postsecondary education institution shall submit textbook data to LOUIS.

How do I submit data?

LOUIS has developed a submission process and data requirements, available on the Board of Regents website. Institutions may submit either a CSV file with required data or use the Excel workbook textbook-data-template.xlsx which includes notes and instructions as well as pre-filled options for data submission.

What data must be included?

The legislation specifies that data must include any required textbooks. For ease of reporting, data may also include optional textbooks, but they are not necessary.

If a field is not applicable—for example, if a textbook is an Open Educational Resource and has no associated cost—then that field may be left blank.

More information about required data and specifications is available at <https://www.laregents.edu/act-125-textbook-adoption-data/>

When must the data be submitted?

There are three reporting cycles for textbook data:

- 1: Fall Semester/Quarter, Fall Intersession, due July 26 or at least thirty days prior to the beginning of the academic term
- 2: Winter Quarter, Winter Intersession, Spring Semester/Quarter, Spring Intersession, due December 4 or at least thirty days prior to the beginning of the academic term
- 3: Summer Semester and Summer Intersession, due April 24 or at least thirty days prior to the beginning of the academic term

What is a textbook?

For purposes of this legislation, a “textbook” is any book, eBook, or other instructional material, such as workbooks, lab manuals, online homework platforms and codes, or publisher-provided materials for students, that a student is required to procure in a given semester. Textbooks do NOT include supplies and equipment, including art supplies, lab tools, calculators, and course fees (such as lab fees, technology fees, or testing fees).

What about optional materials, recommended materials, and free materials?

Submitted data should include all textbooks required in the course syllabus and/or reported to the university or college as a textbook adoption. Free materials, such as Open Educational Resources (or OER) that are required for the course, should still be included in the textbook data.

Is this limited to undergraduate courses?

No. Textbooks for all courses listed in the course schedule should be included.

Can my campus opt out of reporting data?

All public postsecondary institutions are required by law to comply with this data submission.

I work for a private institution; can I opt in and report textbook data?

Private institutions may also participate in the textbook data submission process.

What if my institution rents textbooks?

Include the rental price in the New Book Price field if the list price is not available.

What if my institution has an inclusive access program?

Include the amount that students are charged for the semester in the New Book Price field, divided by the number of required texts for the course. For example, if a course text fee is \$75 for the semester and the course has three required texts, use \$25 for each text.

Should I include dual enrollment courses?

Yes

Should I include course information for courses that don't require a textbook?

No. Every line on the spreadsheet should include a Book Title.

Do I need to include each section of the course individually?

Yes.

When is it appropriate to use "0" in the New Book Price field?

Enter "0" when there is a required text that is available for free, such as an OER. Do not enter "0" if you do not know the price of a text; instead, leave the field blank.