

Indiana University Office of Procurement Services

STANDARD OPERATING PROCEDURE

SOP NO:	SOP-PURCH-26
SUBJECT:	Digital Learning Materials/Tools Required for classes listed in the SIS Schedule of Classes
SOURCE:	University Procurement Services
ORIGINAL DATE OF ISSUE:	09/17/2020
DATE OF LAST REVISION:	09/23/2021
DISCLAIMER:	The information provided in this Standard Operating Procedure (SOP) is designed to provide helpful information on this procedure. Purchasing reserves the right to determine on a case by case basis if a SOP should be adjusted for a particular situation. This SOP is not intended to cover each and every situation nor can it anticipate specific circumstances.
RATIONALE:	Digital learning materials that are REQUIRED for classes listed in the SIS Schedule of Classes, and for which students are expected to pay (directly or indirectly), should be ordered through the IU eTexts Initiative . The university-level agreements created with publishers/suppliers leverages IU's spending volume, resulting in greater discounts for all IU students, as well as better service and additional guarantees/benefits. Directing students to buy required digital learning materials/tools from a third-party supplier is a data security risk for students which can present financial hardship for students, and could result in students paying more for the learning materials. UITS will only provide support (including Canvas integration) for required learning materials/tools that are ordered through the IU eTexts Initiative .
PROCEDURES:	<p>Start by clicking to view the current list of IU eTexts publishers/vendors. Email requests for additional publishers/suppliers to etexthlp@iu.edu. Or, ask your publisher/supplier contact to e-mail etexthlp@iu.edu. The process of bringing in a new publisher/supplier partner can require months of contract negotiations, and accessibility and data security reviews. Please plan accordingly.</p> <p>Please advise the IU eTexts team at etexthlp@iu.edu if you are aware of problems with an established publisher/supplier agreement (including a publisher/supplier representative offering lower prices or special deals).</p>
DEFINITIONS:	
CROSS REFERENCE:	<p>IU eTexts: A Faculty and Staff Introduction</p> <p>https://kb.iu.edu/d/bfbn</p>