

Authorization To Use Textbooks, Notebooks, Manuals, etc.
Written or Prepared by a Member of the Staff, U.T. Austin

Department

School or College

For the fiscal year

(Requests must be submitted each year)

Author(s):

(Name) (If multiple authors, underscore names of UT Austin faculty unless *all UT*)

(University Title)

Title of Book (or description of material)

Publisher:

Date:

Cost to Student:

Monetary return per volume per author involved in this request:

Course(s) in which to be used:

Reason's for use:

Used previously at University of Texas at Austin?

How many years?

Where else used?

Approved by departmental faculty at meeting on:

(Date)

Chairman

Approved:

Dean

Approved for submission to Board of Regents:

President

Part One, Chapter III, Section 24.22 of *Rules and Regulations* of Board of Regents: "Textbooks, notebooks, manuals or other materials for the use of students of a component institution, written or prepared by a member of the faculty of that institution, shall not be prescribed for the use of students in that institution or sold to such students until such books, notes, manuals, or materials shall have been approved with reasons stated, by the departmental faculty, the dean or deans concerned, and transmitted to the institutional head for approval and inclusion in the next regular docket. All such requests shall indicate the proposed prices and profits, and their authorization shall be effective only to the end of the fiscal year (August 31) for which such approval has been given."