

# Defining Zero Textbook Cost (ZTC)

Zero-Textbook-Cost (ZTC) classes have no textbook-related costs, including access fees for online materials. Such classes often use Open Educational Resources (OER) created under a Creative Commons (a public copyright license) that give people the ability to share, use, and build upon a work that has been created. They may also use class copies, library e-books, class sets of books, journals, open access course materials, or other sources so there is no cost to the student.

Class sections at RCCD are designated as being ZTC if they meet any of the following:

- If all assigned materials are optional for the section.
- If all assigned materials are identified as Open Educational Resource (OER) textbooks.
- If the library offers sufficient free access to textbooks, course readers, or other sources that require institutional access.
- If there is no assigned textbook

For a course to be marked as ZTC, required textbook materials must be available at no cost. This includes:

- Textbooks and other text-based materials
- Workbooks or lab manuals
- Homework platforms and codes and/or publisher-provided curricular materials for students.
- Internet applications or resources, e.g., open-source software

Courses marked as ZTC may have non-textbook required materials, such as:

- Standard supplies (e.g., pencils/paper/blue books)
- Calculators
- Class fees
- Internet access
- Required non-textbook printing or copying
- Entry fees for experiences, e.g., museums, concerts, plays, nature preserves
- Necessary learning materials equipment such as musical instruments, art supplies, camera equipment, computers, and other such materials that have continuing and lasting value beyond the class term

*Note: All course material must be legally purchased for student use. (See board policy 2750). If Faculty are uncertain if their course counts as ZTC, they may contact the librarians for assistance.*

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