

**PRINCETON UNIVERSITY
OFFICE OF THE DEAN OF THE COLLEGE
403 West College**

TO: Department, Program, and Center Managers
Undergraduate/Graduate Administrators

March 3, 2011

FROM: Peter Quimby, Deputy Dean of the College

SUBJECT: New Coursebook and Coursepacket Reading List Submissions Tool in Blackboard

Dear Department, Program, and Center Managers, and Undergraduate/Graduate Administrators,

New federal legislation ([Higher Education Opportunity Act – HEOA](#)) requires a change in the way the University collects information about course reading materials and sets forth expectations about how we make that information available to students. Early in 2010, my office asked Labyrinth Books to help ensure Princeton University’s compliance with the law while improving services to faculty and students. Together with OIT, we have developed, within course Blackboard sites, a new electronic tool to be used by faculty members and administrators to submit course reading information to Labyrinth Books.

The submission tool will be implemented University-wide in April for all fall, 2011 courses. In preparation for the full rollout of the tool, we will offer training and information sessions on March 14, 1-2:30 p.m., in WWS, Bowl 2, and on March 28, 1:30-3:00 p.m. in room 010, East Pyne. Sessions will include a brief overview of the legislation, a demonstration of the tool, and a period for questions and answers. Moreover, staff from the Office of the Dean of the College, Labyrinth Books, and OIT can be available for short presentations in your department. To sign up for a training and information session, please access OIT’s Technology Training [website](#).

In addition to assuring the University’s compliance with the HEOA, this new tool will provide the entire University community with a better way to order and buy course materials. This kind of collaboration is possible only because of the University’s decision to partner with an independent bookseller and we are pleased that this relationship continues to provide such concrete benefits to both the University and the local community.

Faculty and staff members from four departments across the University participated in a pilot project for the tool for spring term 2011 courses. The feedback we received was overwhelmingly positive.

With thanks and best wishes,
Peter H. Quimby, Deputy Dean of the College