Textbook Search Guide

This guide was created to support faculty seeking newer versions of textbooks per [Curriculum and Instruction Committee guidelines](#). **Required textbooks must be within 5 years or less as of curricular submission/revision**. Additionally, this guide also provides an introduction to freely available Open Educational Resources (OER) and licensed Zero Textbook Cost (ZTC) options from GCC Library.

Questions, comments, or concerns? Contact your [Librarian C&I Rep, Aisha Conner-Gaten](#).

STEP 1: Talk with your library liaison

Every division at GCC has a [dedicated library liaison](#) who can help you with textbooks, curricular content support, and information competency. Faculty introducing new courses must talk with their library liaison about course materials as a part of the C&I process. Find your liaison below and email them with information on your new course proposal. The earlier, the better!

Divisions	Liaison	Phone Extension	Email (@glendale.edu)
Biology, English, Health Sciences	Susie Chin	5759	schin
Business, Credit ESL	Aisha Conner-Gaten	5578	aconnergaten
Noncredit ESL, Noncredit Business & Life Skills	Shelley Aronoff	5763	saronoff
Kinesiology, Social Sciences	Becka Cooling	5785	rcooling
Language Arts, Student Services	Jennie Quiñónez-Skinner	5582	jquinonezskinner
Mathematics, Physical Science	Caroline Hallam	5871	challam
Technology & Aviation, Visual & Performing Arts	Adina Lerner	3379	alerner

STEP 2: Find the latest editions of textbooks
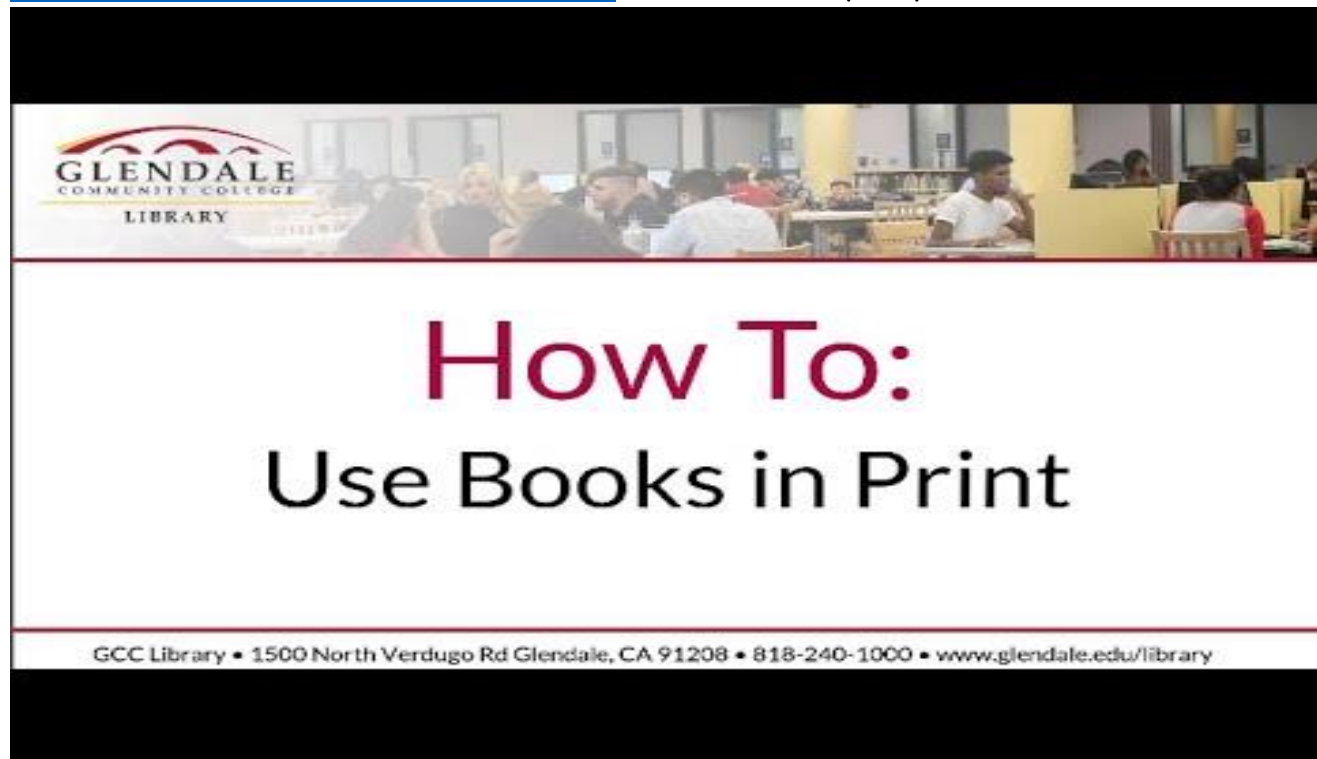
Note: Amazon is not a reliable source for confirming formats, editions, and ISBNs as information does NOT come directly from publishers.

Use Books in Print Database via GCC Library

This database compiles bibliographic data from publishers. Use the simple search to find information about your textbook, including available editions. Refine or Sort by date, author, or availability.

- Access Books in Print via the Library:
  https://libwin2k.glendale.edu/login?url=https://www.booksinprint.com
- Off campus? Login using single sign-on (same as your Canvas username and password)
- Use Advanced Search for Books in Print to:
  - Search by ISBN, Date, Reviewer, and Audience

Using Books in Print for Textbook Discovery YouTube Video (5:14)

Use WorldCat

WorldCat is a publicly available database that compiles worldwide bibliographic data and provides location information for items.

- Access WorldCat online: https://www.worldcat.org/
- **Confirm editions match ISBN numbers (be aware that eBook ISBNs are different than print!)**

- Use Advanced Search (select filter icon to right of search box) to:
  - Find titles by ISBN, Year, Format
  - Use Boolean operators (AND, NOT, OR) to find other options, topics or specific items.

Using WorldCat for Textbook Discovery YouTube video (7:41)

STEP 3: Use freely available materials to make your course Zero Textbook Cost (ZTC) or Low Textbook Cost (LTC)

Zero Textbook Cost (ZTC) classes offer free access to all textbooks and course materials used in the class. Low Textbook Cost (LTC) classes have a textbook and materials cost that is less than $40 total. These designations are visible to students in the Online Class Schedule. In alignment with UC Articulation Text Requirements, OERs must be stable and publicly available as published textbooks. Some subject areas have additional for OER selection.

To make a course ZTC or LTC, you can use Open Educational Resources (OER) and/or GCC Library's collection of licensed ebooks, articles, and streaming media. Contact your division's library liaison for assistance with any of the tools below.

Open Educational Resources (OER)
Open Educational Resources (OER) are teaching, learning, and research materials that reside in the public domain or have been released under an open license that permits their free use and re-purposing by others (Creative Commons, CC BY).

- Start with the OER & Textbook Affordability at GCC Guide:
  https://campusguides.glendale.edu/oer
- Find OER by discipline, organized by C-ID: https://asccc-oeri.org/open-educational-resources-by-discipline/
- Find more OER options in OASIS, Open Textbook Library, and other OER search engines: https://campusguides.glendale.edu/oer/find
- Teaching online? Find OER/ZTC modules in Canvas Commons:
  https://bit.ly/OERinCanvas
  - Note: Include the keywords "OER" or "OpenStax" to find OER

GCC Library Resources

In addition to the print collection, the GCC Library licenses access to tens of thousands of ebooks, millions of full-text articles, thousands of streaming videos, and more!

- To find articles and eBooks, use OneSearch: https://www.glendale.edu/library
  - Find a great ebook? Make sure it's available in unlimited access so your entire class can use the book concurrently:
    https://campusguides.glendale.edu/oer/library
  - Didn't find the novel or other book you want to use? Check with your library liaison to find out if it's available as an unlimited access ebook and/or to learn about reserve options.
- Can't find an article? Use Interlibrary Loan:
  https://campusguides.glendale.edu/libraryservices/ill

BONUS: Use Streaming Media from GCC Library

Streaming media is available via request for one-time and annual licensing. Streaming media can be viewed on campus and off campus using GCC single sign-on.

Streaming content can 1) be legally shown in the physical classroom or 2) assigned to be viewed individually by students. Please contact the Library if you want to show a film in a remote class or for any public programs on campus.

- Start with the Faculty Guide to Streaming Media:
  https://campusguides.glendale.edu/streaming
  - For major motion pictures, search Kanopy and Swank
  - For documentaries, search Films on Demand, Kanopy, Docuseek, and Swank
- NOTE: If you expect your students to generate 60+ views of a specific Kanopy film or documentary within a 12-month period, please fill out the Kanopy license request form. This helps the Library manage costs associated with streaming media.