

# INCLUSIVE ACCESS (IA)

## **FACULTY – IA FAQs**

### **Q: What is Inclusive Access?**

Inclusive Access is a course material delivery model that integrates the cost of digital textbooks and courseware into students' tuition and fees. This approach provides all enrolled students with access to their required materials—such as eBooks and embedded courseware codes—directly through the LMS on the first day of class, supporting both affordability and academic readiness.

### **Q: Can materials be accessed without using the LMS?**

If the school has set up single sign-on (SSO) integration, students and faculty can access the BibliU digital library directly through an SSO login link or by using the BibliU app.

Courseware titles are accessed through the publisher's platform and will not appear in the LMS or the BibliU digital library.

### **Q: How do faculty determine whether digital versions of their course materials exist?**

During the adoption process, faculty will be asked to select one of the following content types: **eBook** or **Courseware**. BibliU's Customer Operations team will review the submitted ISBNs and reach out if a digital version is unavailable.

### **Q: Will it be up to the faculty to determine whether digital versions exist, or will BibliU assist?**

The BibliU Customer Operations team will work with the ISBNs provided to identify whether a digital version is available and will follow up if further clarification is needed.

### **Q: Will BibliU help with ISBN conversions?**

Yes. Faculty can submit the print ISBN in the adoption tool, and BibliU will locate and supply the digital equivalent if available. If no digital version exists, BibliU will reach out to discuss alternative options.

### **Q: When faculty select books, will they indicate a preference for print or digital per item?**

No. Inclusive Access is a digital-first program, so all materials will be fulfilled in digital format by default if a digital version is available.

### **Q: Will faculty materials requests be fulfilled in digital format by default?**

Yes. Because Inclusive Access is a digital-first program, all adoptions will be fulfilled digitally by default whenever a digital version exists.

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## **ADOPTIONS**

### **Q: When should I submit adoptions to BibliU?**

Adoptions should be submitted to BibliU 12 weeks before the start of the semester. It's recommended to allow 4–6 weeks to gather adoption information from faculty.

### **Q: How do I submit adoptions to BibliU?**

Adoptions should be submitted using the BibliU adoptions tool template provided to your institution.

### **Q: How do I submit my adoptions accurately?**

All fields in the adoption form must be completed to ensure the correct materials are delivered. If courseware is required, be sure to include that information when submitting your request.

### **Q: What about non-Inclusive Access adoptions?**

Any non-Inclusive Access adoption should be marked as "**print**" in the content type field—even if it is a digital eBook or courseware. If it's outside the Inclusive Access program, it must be labeled as print.

### **Q: What happens if a late adoption is submitted?**

BibliU will always work to deliver late adoptions. While most digital content and courseware can be processed quickly, it may take up to 10 business days to fulfill.

### **Q: How do I submit a late adoption?**

Late adoptions can be uploaded directly into the BibliU adoptions tool using the same process as on-time submissions.

## **SETUP/ACCESS**

### **Q: What is courseware?**

Courseware refers to additional learning tools that are delivered alongside the eBook, such as Pearson MyLabs or McGraw-Hill Connect. These materials are included in the Inclusive Access program.

If only an eBook is selected during adoption, it will be delivered through the BibliU platform without any accompanying courseware.

### **Q: How do I know if the courseware a faculty member is using is coded courseware?**

In the BibliU adoptions tool, you can search for a course and check the "content type" field. This will indicate whether the courseware is "**Coded**" or "**LTI integrated.**"

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## **Q: How do I set up my courseware?**

Faculty should work directly with publisher representatives to set up their courseware. If the course uses coded courseware, access codes will be delivered through the BibliU platform.

## **Q: What is an eBook?**

An eBook is a digital textbook that does **not** include any supplemental publisher material. It is delivered through the BibliU platform and is part of the Inclusive Access program.

## **Q: How do I set up my eBook?**

Make sure the **BibliU LTI link** is available on the course page in your LMS. This ensures students have access to their materials on day one.

## **Q: What should I do if an adoption is unavailable digitally?**

If a digital version is unavailable, a print version can be supplied—but the cost is often much higher. When possible, work to identify an alternative digital option.

## **Helpful Guides**

- General BibliU Faculty Help: [Getting Started with BibliU \(Faculty\)](#)
- Adoptions Tool Guide: [Using Our Adoptions Tool](#)
- Courseware: [What is Courseware? – BibliU](#)
- Courseware FAQs: [How Will Courseware Appear](#)
- Setting up LTI Courseware: [Setting Up Your LTI Integrated Courseware](#)