Northwestern University
Affordable Instructional Resources (AIR) Initiative

Northwestern University’s Affordable Instructional Resources (AIR) initiative aims to partner with faculty to significantly lower course costs for students. Resources and contacts for support can be found at air.northwestern.edu.

Steps Faculty Can Take:

1. **List Course Materials in CAESAR by the first day of registration.** Assist student planning by having course materials listed in CAESAR at the time of registration. Doing so is required by law under the 2008 Higher Education Act.
   a. List all editions of a textbook that are acceptable. Permitting the use of different editions may reduce costs for students.
   b. If a course requires materials other than textbooks (such as access codes, software, supplies, etc.) include this information in the course description. Consider ways to defray or reduce those costs wherever possible. If such items are available on loan by the department, include this in the description.
   c. Rather than ask students to purchase a book of which they will only read a fraction, take advantage of fair use policies by scanning the necessary text and posting it on Canvas.
   d. If all materials will be provided at no charge on Canvas, this should be stated in CAESAR.

2. **Place textbooks on Library Reserve.** The Library Reserve System is available to all faculty to place course materials on reserve. Instructions for placing materials on Reserve can be found at https://www.library.northwestern.edu/faculty-staff/reserve/index.html. Librarians are also available to work with faculty and can be reached at e-reserve@northwestern.edu or by calling 847-491-7681.

3. **Create alternatives to student-purchased course packets.** Materials in course packets are often available digitally through library subscriptions or may fall under fair use policies. Library staff are available to assist in locating digital materials. Send an email to air@northwestern.edu with your syllabi or reading list and the library will check e-reserves and library databases and send back links for available materials that can be added to your course Canvas site.

4. **Place timely book orders.** Informing the Bookstore that a text will be required in an upcoming quarter allows students to sell back books to the Bookstore, increasing the inventory of used books. When an order is submitted in spring for the coming year the Bookstore is able to draw on national inventory to secure used copies. FacultyEnlight (your Northwestern email takes you to your already established account, there is no need to create an account).

5. **Use or create an Open Educational Resource.** OERs are high-quality teaching, learning, and research materials that are free for anyone to use and repurpose. Northwestern is a member of the Open Textbook Network, giving faculty access to the Open Textbook Library. Librarians with expertise in digital education resources are available for consultation and can be contacted at digitalscholarship@northwestern.edu.

6. **Attend a faculty workshop.** Invite AIR representatives to meet with faculty in your department by contacting us at air@northwestern.edu.