# OER Finding and Adopting Guide for Instructors

1. **Define your need:**
   a. Keywords for topic or learning outcomes (list to the right)
   b. Format preference

2. **Search:**
   a. Try many different sites and many different keywords and strategies
   b. Keep track of sites you’ve searched and keywords you’ve used in a Word or Google Doc

   For repository lists see:
   - http://oerconsortium.org
   - http://guides.kirkwood.edu/opentextbooks

3. **Identify & Evaluate:**
   a. This stage is perhaps the most different from the process for selecting a traditional textbook. Use the criteria listed to the right in your selection process.

<table>
<thead>
<tr>
<th>Quality</th>
<th>Appropriateness</th>
<th>Technical</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Peer review available</td>
<td>□ Accuracy of content</td>
<td>□ Technical quality (clear visuals, high production value)</td>
</tr>
<tr>
<td>□ Reputation of author and/or institution</td>
<td>□ Alignment with course objective or learning outcome</td>
<td>□ Clear licensing declaration (Creative Commons, Public Domain, etc.)</td>
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<tr>
<td>□ Pedagogy</td>
<td></td>
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</tbody>
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4. **Adoption:**
   a. What stakeholders in your college community need to be consulted or informed of your choice?

   **Possible stakeholders:**
   - Department head
   - Articulation agreements with other schools?
   - Dean
   - Bookstore
   - Director of college LMS (technical considerations in loading or students’ ability to accessing content)
   - Learning Services or ADA Officer: will the content you’ve selected be accessible by those with vision, hearing or other disability?

5. **Use:**
   a. How will students access this resource?

   - Does your bookstore provide a printing service for bound or printed & 3-hole punch packets?
   - Will you post materials to your own site (LMS or other)
   - Will students have option of ordering a printed book or purchasing directly from your campus bookstore?