



SUBJECT: Bookstore Textbook Procedures

REFERENCE: "Selection of Textbooks" SCP 3780

1. **PURPOSE**

To establish procedure for purchasing and selling of textbooks by Southern West Virginia Community and Technical College Bookstores.

2. **SCOPE AND APPLICABILITY**

This policy is applicable to all departments and employees of the institution.

3. **DEFINITIONS**

4. **POLICY**

5. **BACKGROUND OR EXCLUSIONS**

6. **GENERAL PROVISIONS**

The bookstores operated by Southern West Virginia Community and Technical College are auxiliary enterprises whose purpose is to furnish textbooks, educational supplies, dry goods, and sundry items to the students, faculty, and staff of the College.

7. **RESPONSIBILITIES AND PROCEDURES**

WV Code §18B-10-14 provides authority for operating campus bookstores.

"The appropriate governing board of each state institution of higher education shall have the authority to establish and operate a bookstore at the institution. The bookstore shall be operated for the use of the institution itself, including each of its school and departments, in making purchases of books, stationery and other school and office supplies generally carried in college stores, and for the benefit of students and faculty members in purchasing such products for their own use, but no sales shall be made to the general public. The prices to be charged the institution, the students and faculty for such products shall be fixed by the governing board, shall not be less than the prices fixed by any fair trade agreements, and shall in all cases include in addition to the purchase price paid by the bookstore a sufficient handling charge to cover all expenses incurred for personal and other services, supplies and equipment, storage, and other operating expenses, to the end that the prices charged shall be commensurate with the total cost to the state of operating the bookstore."

"Each governing board shall also ensure that bookstores operating at institutions under its jurisdiction meet the



additional objective of minimizing the costs to the students of purchasing textbooks by adopting policies which may require the repurchase and resale of textbooks on an institutional or statewide basis and provide for the use of certain basic textbooks for a reasonable number of years.”

“All moneys derived from the operation of the store shall be paid into a special revenue fund as provided in section two, article two, chapter twelve of this code. Each governing board shall, subject to the approval of the governor, fix, and from time to time, change the amount of the revolving fund necessary for the proper and efficient operation of each bookstore.”

“§12-2-2. Itemized record of moneys received for deposit; regulations governing deposits; credit to state funds; exceptions.”

“(8) All funds derived from bookstores and sales of blank paper and stationery, and collection by the chief inspector of public offices;”

A. Ordering Procedures-New Books/Changing a Current Text

1. The Vice President for Academic Affairs, in conjunction with the Division Chairpersons, shall compile a Master List of textbooks to be utilized for all courses on a college wide basis. This list shall be reviewed and updated annually.
2. Copies of the Master List shall be made available to the faculty and the bookstores by each Division Chairperson. This list shall include title, author, publisher, and ISBN numbers. No one shall have the authority to change the Master Booklist except the Vice President Academic Affairs.
3. Each Division Chairperson shall be responsible for meeting with faculty in his/her divisions.
4. Faculty teaching in the discipline shall meet with the appropriate Chairperson for his/her division and select a textbook for specific courses.
5. The “Request for a New Textbook” must be signed by the faculty making the request and should be reviewed by the entire faculty in the academic division and a recommendation for textbook adoption should be forwarded to the Division Chairperson. If a consensus among the faculty cannot be reached, and after considering the faculty comments, the Division Chairperson will select the textbook(s). The Division Chairperson shall submit the Master List to the Academic Affairs Committee for review and approval. All faculty affected by the change will then be notified by the appropriate Division Chairperson for inclusion in course syllabi.
4. All faculty-teaching sections of courses shall be required to use the textbooks(s) selected.

B. Textbook Edition Change

If the bookstore is notified by the publisher that an edition change has occurred the appropriate Division Chairperson will be apprized. He/she will then be responsible for notifying all affected faculty in the division(s) by E-mail.



C. Desk Copies

Each Division Chairperson will provide upon request an order form for desk copies to all faculty (college wide) in the academic division of his/her responsibility. The bookstore is unable to order desk copies from publisher. (Desk copies are the property of the division, campus, and/or college.) No one except the bookstore has the authority to order textbooks for resale.

D. Inventory

At the end of each academic year, the bookstore will provide each Division Chairperson and Vice President of Finance a detailed inventory of textbooks (By Campus, Quantity, Course).

E. Refunds

1. Textbook purchases will be fully refunded within 21 working days from the start of classes or within 2 days if purchased thereafter. During summer school refunds will be given the first 7 days from the start of class. Within these time periods, new textbooks are fully refundable when returned in the same condition as purchased.
2. Textbooks will not be accepted if they are soiled, have marks or writing in them, removed shrinkwrap or opened computer disk.
3. Any book purchased during the last week of classes or during exam week is not fully refundable, but may be sold back at the end of the term during buyback period.
4. The bookstore encourages all students to attend the first class before purchasing textbooks.
5. Returns or exchanges of any non-textbook, non-embroidered or engraved items will be accepted at any time with original receipt.

8. CANCELLATION

This policy replaces the "Textbook Policy Procedures" dated January 17, 1997.

9. SIGNATURE

President

Date

Attachments

Distribution

Revision Date

September 1, 2000