

# **Draft Policy**

**West Virginia State University Board of Governors**

**West Virginia State University  
and the  
West Virginia State Community & Technical College**

**BOG Policy # 58**

**Title: Bookstore Policy**

## **Section 1. General**

1.1 Purpose: This policy shall be in effect and shall govern textbook sales and the operation of a bookstore by West Virginia State University. The goal of the policy is to maintain and improve program and course quality and minimize textbook costs to students.

1.2 Authority: West Virginia Code § 18B-10-14

1.3 Effective Date:

## **Section 2. Pricing**

2.1 The prices charged for textbooks and other instructional material may 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 personnel and other services, supplies and equipment, storage and other operating expenses.

2.2 The bookstore will minimize the costs to students of purchasing textbooks and instructional supplies.

2.2.1 The bookstore shall maintain both new and used book stocks along with other supplies for student needs.

2.2.2 Textbooks should be used for at least three years before a change is made.

2.2.3 The same textbook should be used for all sections of a single course number.

2.2.4 All textbook adoptions for the Fall and Summer terms are due on March 15 and textbook adoptions for the Spring term are due October 15.

2.2.5 West Virginia State University employees may not require students to purchase a textbook or course packs which they have authored unless those materials have also been adopted by another accredited institution or unless the employee waives royalties from the student purchases.

2.2.5.1 Textbooks that include or incorporate either detachable worksheets or worksheet-style pages may not be adopted. This provision does not prohibit an employee from requiring as a supplement to a textbook any workbook or similar material which is published independently from the textbook.

2.2.6 West Virginia State University employees may not receive a payment, loan, subscription, advance, deposit of money, service, benefit or thing of value, present or promised, as an inducement for requiring students to purchase a specific textbook for course work or instruction, as this would be in violation of the West Virginia Ethics Act.

2.2.7 Exceptions to 2.2.2, 2.2.3, 2.2.4, 2.2.5 and 2.2.5.1 may be made with the approval of Deans.

### **Section 3. Textbooks Lists**

3.1 The bookstore shall make available to students a listing of textbooks required or assigned for any course offered at West Virginia State University.

3.1.1 The listing shall be prominently posted at the bookstore and on the official West Virginia State University website.

3.1.2 The listing shall include for each textbook the International standard Book Number (ISBN), the edition number and any other relevant information.

3.1.3 Each book will be posted to the listing when the adoption process is complete and the textbook is designated for order by the bookstore.

#### **Section 4. Desk Copies**

4.1 West Virginia State University employees may receive sample copies, instructor's copies, and instructional materials. Per West Virginia Code § 18B-10-14(e)(2)(A), such material may not be sold for personal or private gain.

#### **Section 5. Bookstore Revenues**

5.1 West Virginia State University operates its own bookstore; all moneys derived from the operation of the bookstore shall be paid into a special revenue fund as provided in section two, article two, chapter twelve of the West Virginia Code. Subject to approval of the Governor, the governing board periodically shall change the amount of the revolving fund necessary for the proper and efficient operation of the bookstore.

5.1.1 Moneys derived from the operation of the bookstore shall be used first to replenish the stock of any goods and to pay the costs of operating and maintaining the bookstore.

5.2 In the event West Virginia State University contracts with a private entity for bookstore operation, all revenue generated by the operation and inuring to the benefit of the institution shall be deposited into an appropriate account and shall be used for non-athletic scholarships.

## **Section 6. Bookstore Returns Policy**

6.1 Refunds on textbooks will be authorized on or prior to the 17th calendar day (first day of classes and the following 16 calendar days) of each new term and only on presentation of a "change in course form" or a "withdrawal form" and must be accompanied by a cash register receipt.

6.1.1 Books that are shrink-wrapped cannot be returned if the shrink wrap is broken.

6.1.2 Check your receipt, Keep it!

6.1.3 Books must be returned in same condition as purchase.

6.1.4 A cash refund will only be given the first 17 days of classes.

6.1.5 Study guides, solution manuals, and supplies are non-returnable.

6.1.6 Exchange only clothing.

6.1.7 Summer school returns are only authorized during the first three days of classes.