4.9 Bookstore Operations

Last Revised: April 2011

Policy: The Board of Trustees provides that a bookstore be organized as a service to students which enables them to purchase books and supplies essential for the attainment of their educational goals. The Bookstore strives to hold student costs to a minimum and ensures that the mark-up of textbooks shall be reasonable and consistent with the mark-up prevailing among other North Carolina community colleges. The Bookstore is committed to offering customers knowledgeable and courteous customer service.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Administrative Services has monitoring authority for this policy.

Purpose/Definitions:

Procedure:
General Bookstore Operations

A. No smoking, eating, or drinking is allowed in the Bookstore.
B. All shoplifters are prosecuted.
C. Textbooks may be returned within 15 days from the beginning of each course.
D. Books must be in the same condition as purchased and accompanied by the purchase receipt.
E. Cash refunds or credit toward a new purchase will be approved if items C and D above have been followed.
F. The Bookstore may pay up to 50% of the current selling price during the buyback period if the book is still currently in use by instructors.
G. The Bookstore will buy used books at the end of each semester.
H. There will be a list of books to be purchased in the Bookstore one (1) week prior to each buyback period.
I. The Bookstore Manager is authorized to adopt individual policies designed to promote security in the Bookstore area.

Use of Bookstore Funds
Refer to Policy 3.9.10 – Profits from Bookstore, Vending Machines and Other Convenience Concessions.

Legal Citation:

HISTORY: Effective January 1988; Revised October 1990, October 2001; Reviewed March 2011