

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
POLICY # 54
TITLE: BOOKSTORE POLICY

Effective Date: October 19, 2010

Amended:

Repealed:

SECTION 1: GENERAL

1.1 **SCOPE:** This policy shall be in effect and shall govern textbook sales and the operation of a bookstore by a private vendor at Pierpont Community & Technical College. The goal of the policy is to maintain and improve program and course quality and minimize textbook costs to students and to be in compliance with the Higher Education Opportunities Act of 2008 and West Virginia Council for Community & Technical College Education Series 51.

1.2 **AUTHORITY: West Virginia Code § 18B-1B-4, 18B-10-14**

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 personal 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 and commit to the maximum extent practicable to make available a maximum number of used textbooks. Additionally the bookstore shall make available textbook rental programs and offer books in alternate formats such as electronic books that offer cost savings to students

2.2.1.1 The institution will require that prior to submitting a new adoptions for textbooks or related educational components that faculty review other comparable titles and compare pricing. This comparison will be documented on the adoption form at time of submission. The review should include price of textbook and supplement materials, copy write dates of three (3) previous editions if any, a description of substantial content revisions, whether the textbook is available in lower cost formats with prices included, the price of textbooks unbundled, and the price of custom textbooks.

2.2.1.2 Bundling of customized and supplemental items with textbooks is strongly discouraged. Access codes and disposable class resources such as workbooks must be made available separately from required textbooks to maximize the

opportunity for buy back (bookstore repurchase from students) and the availability of used textbooks for students.

- 2.2.2 Textbooks should be used for at least three years before a change is made, if at all practicable, and new adoptions should be made effective fall term.
- 2.2.3 The same textbook should be used for all sections of a single course number. Whenever practicable the course coordinator or Dean responsible for the adoption should submit adoptions for all sections.
- 2.2.4 All textbook adoptions for the full academic year (Fall, Spring, and Summer Semesters) shall be returned to the bookstore by March 15 or date prescribed by the bookstore and must have approval of the academic Dean.
 - 2.2.4.1. Failure to submit an adoption by the established deadline will result in the adoption of the class materials used in the previous semester.
 - 2.2.4.2 Faculty wishing to continue with the same class materials must confirm this through the submission of the textbook adoption forms.
 - 2.2.4.3 Once a textbook adoption is published, the adoption may not be changed by faculty member or Dean for any reason.
- 2.2.5 Pierpont C&TC employees may not require students to purchase a textbook which they have authored, unless that textbook has 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 without approval of the academic Dean and Textbook Affordability Committee, however, Pierpont employees are prohibited from adopting textbooks with detachable worksheets which they have authored. This provision does not prohibit an employee from requiring as a supplement to a textbook any workbook, access code or similar material which is published independently from the textbook
- 2.2.6 Pierpont 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 coursework or instruction, as this would be in violation of the West Virginia Ethics Act.
- 2.2.7 The bookstore will compile a report regarding missing textbook adoptions by June 1. This report will be forwarded to the institutional Board of Governors for review. The report to the Board should contain specific information on adoption deadlines missed according to academic area, including justifications submitted by each Academic Dean, and course sections as well as general information required by the West Virginia Council for Community and Technical College Education standards. The academic Dean is responsible to submit a report concerning textbook adoptions in his/her department to the Vice President for Administration or President's designee. This report should include justifications for adoption deadlines missed. The institutional Board of Governors must submit a report on textbook adoptions to

the West Virginia Council for Community and Technical College Education annually by November 1.

SECTION 3: TEXTBOOK LISTS

- 3.1 Prior to the beginning of each semester the bookstore shall make available to students a listing of textbooks, with available formats (new, used, rental, ebook) and course materials required or assigned for any course offered at Pierpont. The bookstore will make provisions in its adoption procedure to include in book ordering all available formats of adopted texts to include new, used, rental, ebooks and other methods of content delivery and will make available to students policies concerning buy back (repurchase), return or length of license of materials in various formats.
 - 3.1.1 The listing shall be prominently posted at the bookstore and on the official Pierpont 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 in conjunction with the publishing of the master schedule of courses prior to pre-registration for the upcoming academic term.

SECTION 4: DESK COPIES

- 4.1 Pierpont 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.
- 4.2 Faculty may make available review or desk copies of adopted textbooks for student use on library reserve. Instructor editions may not be made available to student.
- 4.3 Faculty and staff may donate unneeded textbooks to the bookstore. Proceeds from donated textbooks will be directed to the Textbook Scholarship fund.

SECTION 5: BOOKSTORE REVENUES

- 5.1 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.
 - 5.1.1 All net revenues derived from the operation of the bookstore shall be paid into a special revenue fund, series 2003 B, toward the debt service payment for the student activity center.
- 5.2 Following the retirement of the Series 2003 B bond indebtedness, 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: TEXTBOOK AFFORDABILITY COMMITTEE

- 6.1 Pierpont shall have a permanent Textbook Affordability Committee to advise faculty, student government, administration and the

Board of Governors on issues related to textbook affordability and initiatives, textbook selection guidelines, educational opportunities and strategies designed to keep the cost of textbooks low.

- 6.2 This committee shall include faculty, administrators, students, staff and bookstore representatives. The members shall be selected from the membership of the Bookstore Advisory Committee.
- 6.3 Members shall be selected annually and may serve consecutive terms.
- 6.4 Provided that Pierpont continues to jointly operate a bookstore with Fairmont State University, the membership of this committee shall meet jointly with the members of the Textbook Affordability Committee representing FSU quarterly.
- 6.5 The Textbook Affordability shall meet annually with the members of the Board of Governors to present recommendation and reports concerning textbook affordability.

SECTION 7: FUTURE MANDATES

- 7.1 The Pierpont Board of Governors will take steps to update this policy to ensure compliance with future mandates at both the State and Federal levels