POLICIES & PROCEDURES FOR EMPLOYEES

Bookstore 7.10.1

Responsible Division: Business Services

Date Approved: October 1992

1. The Vice President for Administrative Services shall be responsible for the efficient operation of the Bookstore. The SCC Bookstore is leased to and operated by College Bookstores of America, Inc.

2. All textbook changes and orders must be approved by the Dean and the appropriate Vice President.

3. When a change of textbook is anticipated, the Vice President for Instruction and Student Services will work with the Vice President for Administrative Services and staff involved. It is anticipated that desirable changes may be made provided that textbooks on hand have been sold or if they are acceptable for return to the publisher. Ascertain that the change is desirable.

4. In order to provide smoother and more efficient Bookstore services to Southwestern Community College students and faculty, it has become imperative to adopt guidelines to be adhered to closely by everyone concerned with the Bookstore operations:

   a. Faculty members shall submit the completed official book order forms to the Bookstore Manager at least six weeks prior to the beginning of the semester. Curriculum book orders are to be approved by the Deans. Book order forms
are available at the Bookstore.

b. In order to avoid over-stocking the Bookstore, faculty members are asked to estimate, as closely as possible, the exact number of books that will be used.

c. When book orders are submitted on time to the Bookstore Manager, every effort will be made by the Bookstore to get the books here and ready for resale by pre-registration day.

d. When the need arises, follow-up on purchases orders will be made by telephone by the Bookstore Manager.

e. If books should arrive, and the invoice does not arrive in time to compute a selling price, it will be the responsibility of the Bookstore Manager to contact the publishing companies to obtain necessary information for computing a price by pre-registration day.

f. Instructors are entitled to one free copy of a textbook for instructional use. These are requisitioned from the Bookstore by a form, "Books Issued to Instructors from Bookstore for Instructional Use." The forms are available in the Bookstore. The form is given to the Bookstore Manager for the necessary accounting procedures and notarization.

This form is intended to be used only for the requisitioning of one instructor's copy of a textbook.

g. Any books which do not fall into the above two categories should be requisitioned from the company as an instructional supply item using the regular "Requisition Form."

h. All special orders for books shall be made upon deposit of the retail price of the books.

i. It shall be the practice of the Bookstore to remain open as many hours as possible at the beginning of each semester for both day and night programs. Others hours shall be posted each semester.