Section 1. General

1.1. Scope — Policy regarding Bookstores at BridgeValley Community and Technical College (BridgeValley).

1.2. Authority — W. Va. Code § 18B-10-14

1.3. Effective Date — July 12, 2013

Section 2. Policy

2.1. The President of BridgeValley or his or her designee shall establish a procedure for the establishment and operation of a bookstore to sell books, stationery and other school and office supplies generally carried in college bookstores. Bookstores shall be managed in compliance with West Virginia Code § 18B-10-14.

Section 3. Procedural Requirements

3.1. The procedure shall, as a minimum:

3.1.1. Allow for the establishment and operation of a bookstore to sell books and office supplies, supported by Auxiliary Services or operated by a private contractor; and

3.1.2. Ensure that prices charged are not less than the prices fixed by fair trade agreements and include, in addition to the price paid by the bookstore a handling charge to cover expenses incurred for personal and other services, supplies and equipment, storage, and operating expenses.

3.1.3. Ensure that bookstores minimize costs to the students purchasing text books.

3.1.4. Provide to the students a listing of text books required or assigned for any course offered, as soon as the adoption process is complete.

3.1.4.a. The list shall be posted at a central physical location, at the bookstore, and on the College web site.

3.1.4.b. The list shall include the International Standard Book Number (ISBN).

3.2. The procedure may require:

3.2.1. Repurchase and resale of textbooks; and
3.2.2. Use of textbooks for a reasonable number of years.

3.3. The procedure shall ensure that moneys derived from the operation of the bookstore be paid into a special revenue fund.

3.3.1. The special revenue fund is prescribed in section two, article two, chapter twelve of West Virginia Code.

3.3.2. Moneys derived from operation of the bookstore shall be first used to replenish stock and then to pay operating and maintenance expenses of the bookstore.

3.3.3. Moneys derived from the bookstore contracted with a private entity shall be used for scholarships.

3.4. No employee of the College or BridgeValley Board of Governors may:

3.4.1. Receive as an inducement for requiring students to purchase a specific text: payment, loan, subscription, advance, deposit of money, benefit or thing of value, present or promised; or

3.4.2. Require a textbook that includes his or her own writing or work if the textbook incorporates either detachable worksheets or workbook-style pages intended to be written on or removed from the textbook. This does not prohibit the requirement, as a supplement, of a workbook or similar independently published material.

3.5. An employee may receive:

3.5.1. Sample copies, instructor’s copies, or instructional materials which are not sold; and

3.5.2. Royalties or other compensation from sale of textbooks that include the employee’s own writing or work.