Section 1. General

1.1. Scope: Policy regarding Bookstores at West Virginia University and regional campuses.

1.2. Authority: WV Code 18B-10-14

1.3. Effective Date: November 2, 2007

Section 2. Policy

The President of West Virginia University or his/her designee shall establish a procedure for the establishment and operation of a bookstore to sell books, stationary 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.

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.

3.1.4.1. List shall be posted at a central physical location, at the bookstore, and on the University’s web site.

3.1.4.2. List shall include the International Standard Book Number (ISBN).
3.2 The procedure may require;
3.2.1 Repurchase and resale of textbooks.
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 proscribed in section two, article two, chapter twelve of 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 non-athletic scholarships.

3.4 No employee of the institution or governing board 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.
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.
3.5.2 Royalties or other compensation from sale of textbooks that include the employee’s own writing or work.