

**WEST VIRGINIA UNIVERSITY
BOARD OF GOVERNORS
POLICY 48**

**BOOKSTORES
West Virginia University and Regional Campuses**

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.