

### **CP 3.2.1**

## **College Bookstore Operation**

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***Related Board of Trustee Policy: BP 3.2***

**Responsible Official**    *VP of Finance and Administration*  
**Approvals**                *09/11/98*  
**Revision**

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### **Procedure**

1. Requisitions for textbooks and instructional supplies:
  - a. For curriculum classes, adoption forms should be completed by the instructor and submitted to the bookstore as soon as possible after receiving the necessary information pertaining to classes that will be taught in the upcoming semester.
  - b. For Extension and Adult Basic Education classes, forms should be completed by the Director of Continuing Education or the Director of Adult and Academic Education four weeks prior to the beginning of a class or earlier if possible.
2. Students will ordinarily obtain their books and supplies from the College Bookstore. However, in the event a class is to be taught off-campus, items may be issued in advance of the class to the instructor for sale to the students.
3. Instructors should request desk copies and instructors material from the publisher's sales rep. If it is necessary to obtain a textbook from the bookstore, the College Bookstore will be reimbursed by state funds from the instructor's budget for the cost of the book. Effort should be made, however, to secure an instructor's copy from the vendor before requesting a book from inventory.
4. The College Bookstore will remain open during registration at the beginning of a semester as long as necessary to enable students to purchase books for classes. Thereafter, it will be open on posted hours, by student request when necessary, or at appointed periods of time if some item is required for a particular class project.
5. The College Bookstore will not cash personal checks when not for bookstore purchases.