

# WEST LIBERTY UNIVERSITY BOARD OF GOVERNORS

## POLICY 38: CAMPUS BOOKSTORE

### Section 1. General.

**Scope:** This policy documents the Board's commitment to ensuring that the institution's contract for bookstore services makes textbooks available to students at affordable prices. Toward that end, representatives of students and faculty shall serve on any committee responsible for reviewing bids for bookstore services and recommending a vendor to the president.

**Authority:** W.Va. Code Section 18B-10-14

**Filing Date:** December 10, 2008

**Effective Date:** February 11, 2009

### Section 2. Selection of Textbooks

- 2.1 The selection of textbooks is the responsibility and obligation of faculty members in their respective academic disciplines. Criteria for selecting textbooks shall include: compatibility with course objectives, writing style/readability level, assumptions regarding prior knowledge, layout and design, cost, and availability.
- 2.2 To minimize cost to students, a textbook should be used for at least two academic years. Also, faculty teaching different sections of the same course are encouraged to use the same textbook. Upon receipt of the upcoming semester's course list from the office of the provost, the bookstore manager shall distribute to individual faculty members the Course Book Information Request (CoBIR) form. The form shall identify the current/previous textbook along with detailed information (including the student retail price) essential to the textbook adoption process. The form also shall be available online at the University's website. The University, through its faculty, is obligated contractually to identify textbooks to the bookstore. Completed CoBIR forms should be returned to the bookstore manager by mid-term (for summer term, forms should be returned no later than six weeks prior to the start of summer term).
- 2.3 Timely return of the CoBIR form enables the bookstore to review book orders, check inventory, compile a list of books to purchase at buyback, and compete on the open market for all available used textbooks. Delaying return of forms past mid-term negatively impacts students' ability to save money by purchasing used textbooks.
- 2.4 A *required* textbook (CoBIR code "RQ") should not be ordered unless the book will be used as class material. If faculty designate a specific

textbook as being required, then older editions of the textbook should not be used.

- 2.5 Books that are only *recommended* (CoBIR code “RC”) for supplemental reading should be designated as such.
- 2.6 All classes which designate “Staff” as the instructor shall have orders placed by the appropriate department chair or his/her designee.

### **Section 3. Intent to Change Textbook**

- 3.1 To minimize cost to the student, faculty are expected to notify the bookstore manager of the intent to change a required textbook at least one semester prior to the adoption and use of a new textbook. This notification facilitates activation of textbook return policies and returns of surplus textbooks to the publishers and book wholesalers.

### **Section 4. End of Semester Buyback Policy**

- 4.1 Students may sell textbooks back to the bookstore at any time. However, the formal buyback period is generally Final Exams Week. At that time, the bookstore will buy back textbooks which already have been identified by faculty for use in the following semester. The process of repurchasing and reselling textbooks serves the interests of students, the institution, and the bookstore by lowering costs.

### **Section 5. Textbook Refund Policy**

- 5.1 Refunds will be granted in full provided the following conditions are met:
  - 5.1.1 New books must be in new condition. If the textbook contains any marks, names, or worn parts, then the refund allowance will be 75% of the retail price.
  - 5.1.2 Cash register receipts must accompany any return.
  - 5.1.3 The last day for a full refund is thirty (30) business days following the start of classes.
  - 5.1.4 Proper course “drop/withdraw” documentation must accompany the return, i.e. a downloaded registrar’s record, except when the refund is sought during the first week of the semester.
  - 5.1.5 The bookstore manager or his/her designee must execute any exceptions to the textbook refund policy.