

**BRIDGEVALEY COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS**

**POLICY E-6**

**BOOKSTORES**

**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.