

West Virginia State University Board of Governors
West Virginia State University
BOG Policy # 58

Title: Bookstore Policy

Section 1. General

1.1 Purpose: This policy shall be in effect and shall govern textbook sales and the operation of the bookstore by West Virginia State University. The goal of the policy is to maintain and improve program and course quality and minimize textbook costs to students.

1.2 Authority: West Virginia Code § 18B-10-14

1.3 Effective Date:

Section 2. Pricing

2.1 The prices charged for textbooks and other instructional material may not be less than the prices fixed by any fair trade agreements and shall, in all cases, include in addition to the purchase price paid by the bookstore, a sufficient handling charge to cover all expenses incurred for personnel and other services, supplies and equipment, storage, and other operating expenses.

2.2 The bookstore will minimize the costs to students of purchasing textbooks and instructional supplies.

2.3 The bookstore shall maintain both new and used book stocks along with other supplies for student needs.

2.4 It is the responsibility of the academic departments in coordination with the appropriate Office of Academic Affairs to select the textbooks and instructional materials used in courses taught at West Virginia State.

2.4.1 Once adopted, a textbook should be used for a reasonable amount of time, which is suggested to be two years. Multiple sectioned courses are encouraged to use the same textbook.

2.4.2 The book order form must be submitted to the bookstore by 4:00 on the due date. A textbook will not be ordered until the book order is received.

2.4.3 West Virginia State employees may not require students to purchase a textbook or course packs which they have authored unless those materials have also been adopted by another accredited institution or unless the employee waives royalties from the student purchases.

2.4.4 Textbooks that include or incorporate either detachable worksheets or worksheet-style pages may not be adopted. This provision does not prohibit an employee from requiring as a supplement to a textbook any workbook or similar material which is published independently from the textbook.

2.5 West Virginia State employees may not receive a payment, loan, subscription, advance, deposit of money, service, benefit or thing of value, present or promised, as an inducement for requiring students to purchase a specific textbook for course work or instruction, as this would be in violation of the West Virginia Ethics Act.

2.6 Exceptions to 2.4.1, 2.4.2, 2.4.3, and 2.4.4 may be made with the approval of Deans.

Section 3. Textbooks Lists

3.1 The bookstore shall make available to students a listing of textbooks required or assigned for any course offered at West Virginia State.

3.1.1 The listing shall be prominently posted at the bookstore and on the official West Virginia State website.

3.1.2 The listing shall include for each textbook the International standard Book Number (ISBN), the edition number, and any other relevant information.

3.1.3 Each book will be posted to the listing when the adoption process is complete and the respective academic department has placed an order for the textbook with the bookstore. Posting should occur no later than one month prior to the start of the semester in which the book will be used.

Section 4. Desk Copies

4.1 West Virginia State University employees may receive sample copies, instructor's copies, and instructional materials. Per West Virginia Code § 18B-10-14(e)(2)(A), such material may not be sold for personal or private gain.

4.2 The West Virginia State University Bookstore may not sell books they obtain from book companies, book brokers or other sources that are issued by the publishers as "instructor's copies" or free "sample copies."

Section 5. Bookstore Revenues

5.1 West Virginia State operates its own bookstore; all moneys derived from the operation of the bookstore shall be paid into a special revenue fund as provided in section two, article two, chapter twelve of the West Virginia Code. Subject to approval of the Governor, the governing board periodically shall change the amount of the revolving fund necessary for the proper and efficient operation of the bookstore.

5.1.1 Moneys derived from the operation of the bookstore shall be used first to replenish the stock of any goods and to pay the costs of operating and maintaining the bookstore.

5.2 In the event West Virginia State University contracts with a private entity for bookstore operation, all revenue generated by the operation and inuring to the benefit of the institution shall be deposited into an appropriate account and shall be used for non-athletic scholarships.

Section 6. Bookstore Returns Policy

6.1 Refunds on textbooks will be authorized on or prior to the 17th calendar day (first day of classes and the following 16 calendar days) of each new term and only on presentation of a "change in course form" or a "withdrawal form" and must be accompanied by a cash register receipt. Summer school returns are only authorized during the first three days of classes.

6.1.1 Books must be returned in the same condition as purchased.

6.1.2. A cash refund will only be given if the return is made during the first 17 days of Fall or Spring Semester classes.

6.1.3 Clothing purchased in the bookstore may be exchanged in the same condition as purchased. No refund will be made for clothing.

6.1.4 Books that include computer disks or passwords for websites to access materials the publisher makes available on the Internet will not be accepted for return if the seal on these disks or passwords is broken.