

SAN JUAN COLLEGE BUSINESS SERVICES PROCEDURES

TOPIC: BOOKSTORE Related to Board Policy: 801

General

The Bookstore is owned and operated by the College for the convenience of the students and staff. In addition to textbooks, supplies which support the mission of the institution may be purchased. The College does not permit employees to purchase books or materials for resale to students. The Bookstore is operated as a self supporting auxiliary enterprise.

Textbook Adoptions/Orders

1. Required textbooks are generally adopted for a minimum of three years except when a new edition is published.
2. New faculty members are encouraged to honor this “three year minimum” to reduce the cost of textbooks to students.
3. All new textbook prices are based on the initial purchase price, plus shipping and handling costs and a standard mark-up.
4. The Bookstore Supervisor sets a date each semester for getting all required and elective textbook and other instructional/electronic learning material titles to the Bookstore. This date is set to minimize special handling charges and assure timely delivery about a month prior to the beginning of the semester.
 - a. Fall textbook order forms out the end of March due back in mid-April.
 - b. Spring textbook order forms out the beginning of October due back the end of October.
 - c. Summer textbook order forms out mid-February due back the beginning of March.

Textbook Changes

The Bookstore Supervisor should be informed when a textbook is being changed. This information will facilitate the return of the remaining inventory of books to the publisher, and assist the Bookstore in purchasing only required books during the book buy back held at the end of each semester.

Textbook change requests should be initiated by a faculty member and approved by both the Dean and Vice President for Learning. A new edition is not considered a change of text. When a textbook change is approved it should be forwarded to the Bookstore Supervisor. A supplementary text cannot become a required text without an approved textbook change request.

Supply Orders

If a class requires special supplies, attach these requirements to the textbook adoption form. With this information, the Bookstore Supervisor will make every attempt to have required items in stock for student purchases.