

# **SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY**

## **Policy Manual**

**SUBJECT:** Bookstore

**NUMBER:** Policy 5-4 (Formerly Policy V-F-01 and V-C-1)

**REVISED:**

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### **POLICY**

The Bookstore is operated by the South Dakota School of Mines and Technology for the benefit of the students, faculty, alumni and staff. The operating goal of the Bookstore is to provide course materials, supplies and other appropriate materials required by the academic community and student life. The financial goal of the Bookstore is to pay all of its operating costs and to meet auxiliary facilities indebtedness requirements.

### **PROCEDURES**

1. The Bookstore Director is responsible for the operation of the Bookstore and the implementation of its policies and procedures.
2. The Bookstore Director is responsible for operation of an efficient retail store buying quality merchandise at the best price available, stocking sufficient quantities to meet anticipated demand and to display merchandise in a manner that enhances the Bookstore environment.
3. The Bookstore buys back textbooks during finals test week of the fall, summer, and spring semesters.
  - A. The Bookstore will identify and advertise the dates and times for buyback at the end of each semester including summer sessions.
  - B. Each academic department should have returned their “required textbook” list to the Bookstore for the next term prior to buyback dates. The list of books to be bought for the Bookstore will be based upon department lists.
  - C. Textbooks which will be used again and are on the “required textbook” list will be purchased at market value. The Bookstore reserves the right to limit the number of books bought back based upon projected sales and condition of the textbooks.
  - D. The Bookstore will act as an agent for used textbook wholesalers when necessary and will buy back textbooks not wanted by the Bookstore at their prices during buyback periods.

- E. Students will be required to show a form of personal identification with a photo to sell their textbooks.
4. The Bookstore is authorized to accept the signature of a student with pending financial aid or the signature of an authorized representative of institutional departments or campus organizations as authority to charge purchases.
- A. Students in good financial standing may charge textbooks and other appropriate supplies. Due to certain circumstances, some students may not be able to charge to their student account. Students with special circumstances must obtain an “authorization” from the Office of Business and Administration and present it to the Bookstore before any charges are allowed. Faculty and staff are not permitted to charge. If necessary, unpaid balances will be subject to penalties, collection charges and held transcripts if left unpaid.
  - B. Academic departments, grants and contracts, administrative departments and student organizations with funds on deposit with the University may charge University approved items to their respective accounts. The Office of Business and Administration is responsible for accounts receivable. Outside organizations may charge items with special permission.
  - C. Discounts will be granted on purchases by academic departments, grants and contracts, student organizations and administrative departments: twenty-five percent on most regularly priced supply items from inventory. Special order items will be sold with at least a ten percent margin on selling price.
5. Refunds and exchanges for textbooks and supplies are made by the Bookstore.
- A. A refund may be given on any undamaged non-textbook item within two weeks of purchase when accompanied by a receipt.
  - B. Textbooks in the same condition as purchased or rented from the Bookstore will be fully refunded if returned by the deadline established by the University Bookstore.
  - C. The Bookstore may purchase textbooks from students who withdraw from classes after the regular refund period is over. Purchase price will be determined by the demand for the textbook. Textbooks for students withdrawing due to military obligations will be refunded according to Board of Regents policy.
  - D. Rental textbooks not returned will be charged in accordance with the rental contract agreed to by the customer.

**SOURCE: Bookstore February 2014;**