

# Bookstore Policy

---

<b>POLICY:</b> Bookstore Policy		<b>CUSTODIAN:</b> Director of Finance
<b>POLICY NUMBER:</b> 510.02		
<b>APV'D DATE:</b> 2-11-20		<b>REVIEW DATE:</b> Feb 2020
<b>EFFECTIVE DATE:</b> 2-11-20		
<b>REFERENCES:</b>		

### Part 1. Policy Background and Purpose.

WETCC must disclose International Standard Book Number (ISBN) and retail price of required textbook information. Students are responsible for purchasing required course textbooks, whether it be from WETCC Bookstore, or they may use any other resources to purchase the required textbook.

### Part 2. Definitions.

WETCC Bookstore: While the Bookstore Clerk is the primary contact for the WETCC bookstore, any member of the Business Office is considered a bookstore representative.

ISBN number -International Standard Book Number

### Part 3. Responsibility.

WETCC Bookstore

Order the course textbooks as requested by the faculty. Faculty will be required to generate the book information by filling out the book order form for each course 4 weeks prior to the Semester beginning.

Add all books with book title, ISBN # and cost of the textbook to each course in Populi. Bookstore clerk will put the book information into Populi so the students will have all the textbook information on their class schedule.

Maintain accurate inventory records.

Finance: Annually, at minimum, physically count and adjust inventory balances.

Financial Aid will provide the WETCC Bookstore with an authorization list of students who are able to charge books.

Students must have a computerized class schedule for the current semester prior to purchasing books.

## **Part 4. Policy**

Textbooks are purchased consistent with the WETCC Purchasing Policy.

Students that are on the Financial Aid book charge qualification list may pay for textbooks with Financial Aid funds. Students who do not qualify for Financial Aid, or did not apply, must pay for books on their own. Charging or returning of books will not be allowed after the Add/Drop date of the Semester.

New and used books may be returned to the bookstore for a full refund only when all the following conditions are met:

1. The books are returned within 30 days from the date of purchased
2. The books are in the same condition as when purchased
  - a. Certain books, Lab Kits, Regalia Kits or other material may be returned if unopened.
3. The student had a Drop or Withdrawal form from the Registrar