

Adopted
January 27, 2009
Last Revised
July 15, 2016
Last Reviewed
July 15, 2016

AP 6900 BOOKSTORES

References:

Education Code Section 81676;
Civil Code Section 1798.90

District Bookstore operation shall be directed by the Chief Business Officer or designee. The college bookstores shall be an unsubsidized full-service retail operation, with hours of service convenient for students.

The District's Bookstore operation shall be operated in a manner that minimizes the amount of excess revenue ("profit") generated on an annual basis. Sufficient cash flow shall be maintained to ensure that texts and other materials can be ordered in a timely manner without the necessity to borrow funds.

All procedures relating to returned merchandise, including refunds for used books, shall be clearly communicated to customers.

Any requests for Bookstore contributions to departments, student organizations, or any other entity, either for cash or merchandise, shall be approved by the Chief Business Officer or designee.

The fiscal year for Bookstore operations shall be July 1 through June 30. Any excess revenue available following year-end closure beyond what is deemed necessary by the Chief Business Officer for prudent cash flow management shall be deposited to the Chancellor's Bookstore Scholarship Fund in the District Foundation. This endowment fund is established to provide scholarships or other assistance for students according to criteria approved by the District Chancellor.

The Bookstore staff shall work with faculty to ensure that all textbooks and instructional materials are available to students no later than the start of classes. The Academic Senates at each College shall be informed on at least an annual basis regarding the success of the Bookstore in minimizing the costs associated with textbook adoptions as

well as other matters that affect the cost to students of textbooks and instructional materials.