



Book	VCCCD Administrative Procedure Manual
Section	Chapter 6 Business and Fiscal Affairs
Title	AP 6900 Bookstores
Code	AP 6900
Status	Active
Legal	California Education Code, Section 81676
Adopted	May 14, 2013
Last Reviewed	May 14, 2013

The primary purpose of the campus bookstores shall be to provide at reasonable rates textbooks, course-related materials, supplies and products appropriately needed or required by students. The campus bookstores shall neither stock or sell equipment.

The campus bookstores shall be operated under the practices and procedures recommended by the Vice President of Business Services in consultation with the Vice Chancellor of Business and Administrative Services.

The campus bookstores shall be operated and managed in a manner that is directed toward fiscal independence with no direct cost to the District.

The campus bookstores shall comply, to the maximum extent practicable, with the textbook information provisions of the Higher Education Opportunity Act (HEOA), in providing students with accurate course material information including the International Standard Book Number (ISBN) and retail price for each course listed in the class schedules, enhancing transparency and disclosure with respect to the selection, purchase, sale, and use of course materials

The campus bookstores are committed to complying with the United States Copyright Act, and will ensure the legitimate use of copyrighted materials by faculty members, staff members and students when using, selling or exchanging published materials.

The campus bookstores shall comply, to the maximum extent practicable, with the textbook information provisions of the HEOA, and encourages the timely adoption of textbooks prior to student registration each semester, to ensure textbook information and textbook prices for students is available prior to registration.

The hours of operation of the campus bookstores shall be determined based on business need.

All practices and procedures relating to returned merchandise, including refunds for textbooks, will be consistent district-wide, and be clearly communicated to students and other customers.

The pricing of merchandise available for sale at the campus bookstores will be consistent district-wide. New textbooks will be sold at a twenty-six percent (26%) gross profit margin. Used textbooks will be sold at seventy-five percent (75%) of the current new textbook price.

The District and the campus bookstores are committed to ensuring that the maximum amount of used textbooks is made available to students. During Finals week, the campus bookstores will hold a book buyback event, and if a textbook is being used by a college the following semester and additional stock is needed, 50% of the purchase price may be paid. Daily buyback varies based on wholesale pricing and guide lists. New or used books may be sold to an outside vendor during finals week of the Spring and Fall semesters.

Any purchases made by the campus bookstores, including purchases made by bid and contract, are subject to the same legal requirements and policies and procedures of the District.

All financial records shall be subject to continuing audit by the Vice Chancellor, Business and Administrative Services or

designee, and subject to an annual audit by the District's contracted external auditor.

Sufficient cash flow shall be maintained to ensure that inventory can be ordered in a timely manner without the necessity to borrow funds.

See [Board Policy BP 6900](#).