

**Williamsburg Technical College
PROCEDURE**

SECTION B – ADMINISTRATION AND FINANCE

Title BOOKSTORE	Number B-12.1
Division of Responsibility Administration and Finance	Approval Date Page 1/21/2021 1 of 2
Approval Vice President _____ President _____	Supersedes Procedure No. B-12.1 Date 5/24/10

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

I. PROCEDURES

- A. All book requests should be submitted to the Academic Affairs office no later than six weeks prior to the date planned for resale.
- B. Book orders must be approved by the Vice President for Academic and Student Affairs or designee.
- C. Book orders should include:
 - 1. Name; department
 - 2. Texts to be ordered
 - 3. Justification if changing text
 - 4. Publisher information
 - 5. Quantity needed
- D. To change texts for any course, the Vice President for Academic and Student Affairs or designee must give approval in order to prevent stocking incorrect items.
- E. Shortage of Books: Reorder by same procedure as above with "RUSH" noted.
- F. If necessary to duplicate some information due to shortage or delay of texts, only portions needed per student should be copied. Consult copyright laws for specific information.
- G. In the event a course is canceled, notify the Bookstore immediately so that the textbooks ordered can be canceled.
- H. In the event a new course is planned, notify the Bookstore immediately of the possible textbook requirements.

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- I. All purchases from the Bookstore will be on a cash basis with the exception of approved stipulated programs and instructors' desk copies. The Bookstore will accept credit and debit cards for the price of purchase or students can make appropriate charges to Financial Aid.
- J. Most publishers will furnish textbook copies of adopted texts to instructors. Instructors should contact publishers for these copies.
- K. The Bookstore will make every effort to have all required texts on the shelves one week prior to the start of each term.

II. SERVICES

- A. Hours of operation are posted on the Bookstore door and online.
- B. The Bookstore will handle all textbooks, supplies, and equipment for sale to students that are required for the school's educational program, space permitting. In addition, specialty and sundry items may be approved for sale in the Bookstore.

III. REFUNDS

- A. Bookstore refunds or exchanges are only allowed in the following two cases:
 - 1. The course has been canceled by the college
 - 2. The student drops the course during drop/add week and brings a copy of the signed drop/add form
- B. All books returned for refund or exchange must be in mint condition and be accompanied by a receipt.
- C. All other sales are final.