

INSTITUTIONAL POLICY: GA-30

CATEGORY: General Administration

SUBJECT: Textbook Repurchase, Resale and Adoption

EFFECTIVE DATE: January 1, 1994

LAST REVISION DATE: December 14, 2005

In accordance with the West Virginia Code § 18B-10-14, which requires that each institution of higher education publish a policy containing procedures for operation of its bookstore, this policy shall govern the repurchase, resale and adoption of textbooks at the School.

I. Management and Authority

- A. The School-appointed Manager of the Bookstore shall have the authority to repurchase and resell used textbooks.
- B. Appropriate faculty members shall adopt required textbooks sufficiently in advance of the course and shall report textbooks adopted upon request to the Bookstore Manager.
- C. The bookstore will provide students a listing of textbooks required or assigned for any course offered at the school. The listing shall be posted in a prominent place, centrally located at the school, i.e., the Bookstore, student mailbox area, Library and on the school's website on the Bookstore's webpage. The listing will include the ISBN, course, title, author, edition number, publish date and Bookstore price. The listing will be posted as soon as the adoption process is determined by the faculty and given to the Bookstore.
- D. Required textbooks shall be used for a minimum of two (2) years unless they go out of print.
- E. The Manager has the sole discretion concerning the repurchase of textbooks based upon condition (damage, normal wear and tear, excessive highlighting, age, odor, etc.) and may refuse to repurchase textbooks where their condition would present a problem for resale.
- F. Only textbooks on the approved required list shall be repurchased, except for the Anatomy Atlas(s) on the recommended list, which may be repurchased.
- G. Repurchase of a textbook shall be at a rate no greater than 50% of the cost of a new textbook.
- H. Textbooks shall be purchased only from individuals matriculated at WVSOM.

- I. Textbooks may be resold to any buyer with resources.
- J. A specific time will be set aside during which the Bookstore will repurchase textbooks. Announcements concerning times will be made on a timely basis to the student body, faculty and administration.
- K. This policy may be changed at any time without prior notice.