

<b>SUBJECT:</b>  <b>Book Buy Back Procedure</b>	<b>Effective Date:</b>	<b>Policy Number:</b>
	July 1, 2011	<b>02-2-001</b>
	<b>Supersedes:</b>	<b>Page 1 Of 2</b>
	Policy:  Date:	
<b>Responsible Authority:</b>		
Bookstore Manager		

**I. Purpose and statement of operational policy underlying the procedure.**

This policy communicates how the Bookstore will buy back textbooks and the types of textbooks that can be sold back to the store.

**II. Applicability/Scope**

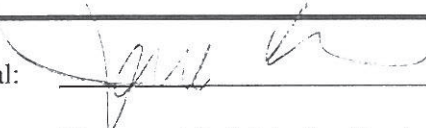
This applies to all Students

**III. Process for Implementing Procedure**

<b>Responsibility</b>	<b>Action</b>	<b>Timeline</b>
Bookstore Manager	Will post and advertise the dates that the Bookstore will buy back books.	Prior to the semester ending.
Bookstore Manager	Will advise students of which books qualify to be bought back and give the price for each textbook.	Prior to the semester ending (during buy back period).
Bookstore Manager	Will only accept books that are in good condition for book buy back.	
Students	Will come to the bookstore on the specified dates given and will bring text books that are acceptable for buy back.	

**IV. Related policies/References for more information**

Administrative Services Policy Manual

Authorizing Official: 	Authorization Date: <u>10-6-11</u>
Title: <u>Director, Administrative Services</u>	