

THE  
**LeMoyne-Owen**  
 COLLEGE

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<b>SUBJECT:</b>  <b>Bookstore Loss Prevention &amp; Inventory</b>	<b>Effective Date:</b>  July 1, 2011	<b>Policy Number:</b>  02-2-003
	<b>Supersedes:</b>  Policy:  Date:	<b>Page 1 Of 2</b>
	<b>Responsible Authority:</b>  Bookstore Manager / Campus Safety Officers	

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

To ensure that measures are in place to combat shoplifting and to ensure that proper inventory is maintained monthly inventory

**II. Applicability/Scope**

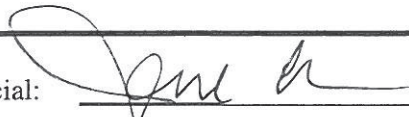
This applies to all patrons of the Bookstore.

**III. Process for Implementing Procedure**

Responsibility	Action	Timeline
Bookstore Manager	Will have policies in place on how many patrons can enter the store at one time, and will request that all book bags be left outside the store.	
Bookstore Manager	Will inventory products within the store and prepare shrink statements for review,	
Campus Safety	Will visually monitor through surveillance and with a physical presence during peak times.	

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

Administrative Services Policy Manual

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