

# Sierra College

## ADMINISTRATIVE PROCEDURE

AP 6900

### Bookstore

Date Adopted:	05/14/1985
Date Revised:	04/24/2015
Date Reviewed:	04/24/2015
References:	Education Code Section 81676

The primary function of the bookstore is to meet the needs of the students with respect to books, supplies, and materials. Cooperation among the faculty, the Vice President of Instruction, the division deans, and the store management is essential to discharge this function effectively and efficiently.

Maximum class sizes as reported by the appropriate educational administrator (AEA) and past sales records will be used in determining the number of textbooks and materials available for sale in the bookstore. Faculty with unique needs should speak with bookstore managers when submitting textbook requests.

The bookstore management is responsible for the electronic distribution of requisition materials, securing class size information from the AEA, and ordering, processing and selling adopted textbooks and required materials.

As a general policy, faculty are encouraged to use books and special materials for not less than three academic years. Careful planning on the part of a faculty member and the store management well in advance of a change can hold to a minimum the financial losses which occur with leftover books and materials.

The bookstore management will distribute book order requests to division deans.

- Faculty receiving book order requests shall submit orders to the bookstore or appropriate division office as directed.
- In cases where the AEA or designee has completed the book order requests and forwarded them to the bookstore, faculty who want to adopt different textbooks may address their requests to their respective AEA or designee or directly with the bookstore management. If the bookstore has begun purchasing the book(s), changes may be made

only with the concurrence of the bookstore management.

See Board Policy 6900.