

Sierra College

ADMINISTRATIVE PROCEDURE

AP 6900

Bookstore

Date Adopted:	05/14/1985
Date Revised:	05/07/2021
Date Reviewed:	05/07/2021
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 well in advance of start of term when submitting textbook requests.

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

The bookstore management will distribute book order requests to all faculty members using their District-provided email accounts.

Faculty receiving book order requests shall submit orders to the bookstore as directed.

See Board Policy 6900.