

# Bookstore

Policy 502

## 1 Introduction

The University Bookstore is operated according to guidelines set up by University officials and the requirements of Article 3 of Chapter 143 of the General Statutes of North Carolina.

## 2 Scope

This policy applies to all persons who work with or purchase from the University Bookstore.

## 3 Definitions

## 4 Policy and Procedure Statements

### 4.1 Pricing and Profits

The Bookstore pricing policy is in accordance with the National Association of College Stores. The profits from the Bookstore are used to fund student loans and scholarships.

### 4.2 Course Materials

#### Undergraduate and Graduate Textbooks

The University Bookstore provides a rental system to undergraduate and graduate students for textbooks and course materials that are provided through a publisher. Different rates apply to full-time vs. part-time student rentals.

#### State Employees

Full-time State employees taking a tuition-free course are entitled to participate in the textbook rental system.

### 4.3 Physical Textbook Rentals

#### Length and frequency of use for physical textbooks placed on rental

Rental books, not including digital course material, must be used for at least two consecutive years. The same book must be used four times in the two-year period if the course is taught both fall and spring. It must be used two times in the two-year period if the course is taught only once per year. When books are placed on rental, this constitutes an agreement with students and the Bookstore that, barring unforeseen circumstances, the book will be used each semester the course is taught for at least the two-year rental cycle.

#### Books Must be Returned

All rental physical textbooks from the previous semester must be returned within the times specified by the Bookstore. Students may not keep rental books beyond the prescribed times except with prior approval and knowledge of the Bookstore management.

### 4.4 Format of Course Materials

Faculty must communicate with the University Bookstore regarding requests for course books and materials. The University Bookstore has the ultimate authority in deciding whether to offer hard-copy textbooks and materials or electronic textbooks and materials to students. In the event course materials are electronic, a free copy will not be provided to faculty.

## 5 Additional References

[N.C. General Statute 143](#)

## 6 Authority

## 7 Contact Information

University Bookstore - 828-262-3070 - [Bookstore](#)

## **8 Original Effective Date**

November 22, 2021

## **9 Revision Dates**

May 16, 2023