Policy 502.3

1 Introduction

2 Scope

3 Definitions

4 Policy and Procedure Statements

4.1 Paperback Books

4.1.1 The Paperback department carries all required paperbacks and paperbacks recommended by course instructors. The required paperbacks are arranged by subject, course number, and instructor. The paperbacks that are recommended are grouped by subject area.

4.1.2 The Paperback department features a scholarly general reading area and also offers best sellers, children’s books, bulletin board items, college outlines, study notes, dictionaries, and special interest books. The Paperback department will assist anyone needing to special order any book.

4.1.3 All paperbacks must be purchased even though some are required reading. Paperback books are not included in the rental program.

4.1.4 At the end of each semester the Paperback department has a special buyback period. Paperbacks that are required reading and are used from one semester to another are bought back for 50% of the purchase price. The books must be in good condition with no torn covers or pages. The Paperback department will post a list of the books that will be bought back and the scheduled buyback days.

4.1.5 The Paperback department is located on the first floor of the University Bookstore and is open during the Bookstore's normal operating hours.

5 Additional References

6 Authority

7 Contact Information

8 Original Effective Date

9 Revision Dates