


PROCEDURE

Subject	Bookstore Ordering	Number: 5.01.02
Source	Vice President, Finance and Administrative Services	Reference (Rule #) 6HX14-5.01
President's Approval/Date:	 9/13/17	

POLICY:

The SCF Store operates as a service to faculty, students, and community to provide competitively priced textbooks, school supplies, and merchandise.

PROCEDURE:

The College offers bookstore services at both Bradenton and Venice Campus locations as well as on-line ordering capabilities for the convenience of students. Bookstore operations include:

- 1) Prior to each term faculty and staff are notified via an email from the bookstore to begin processing adoptions.
- 2) Faculty submit textbook adoptions on-line through the bookstore's website making adopting course materials easy and convenient.
- 3) Text books adopted in the fall term are used the entire school year unless the text is an old edition and no longer available, or appropriate justification is submitted to the Dean for approval.
- 4) Follow-ups and timely reminders for late and missing textbook adoptions are forwarded to each department to ensure all course materials are adopted within the designated time frame to meet requirements set forth in the textbook affordability mandate.
- 5) Students can purchase textbooks, merchandise, and supplies in the store or on-line.
- 6) The bookstore website and College registration website posts textbook information not less than 45 days prior to the first day of classes for each term for those searching for course materials on-line.
- 7) The bookstore offers an ongoing buyback program for used books except during the first three weeks of each semester.
- 8) Refunds on textbooks must be accompanied by a cash register receipt, returned prior to the posted deadline, and in new condition.

- 9) Normal operating bookstore hours for the fall and spring terms are as follows: Monday – 8:00 a.m. to 6:00 p.m.; and Tuesday through Friday – 8:00 a.m. to 4:30 p.m.
- 10) Hours of operation are extended during rush periods and advertised on the SCF Store website.