

**SOUTHWESTERN ILLINOIS
COLLEGE
BOARD POLICY MANUAL**

**POLICY
STATEMENT**

POLICY ISSUE	<u>Bookstore</u>
POLICY CODE	<u>7012 (Page 1 of 3)</u>
DATE ADOPTED	<u>October 1991</u>
DATE REVIEWED	<u>November 2010</u>
DATE AMENDED	<u>DECEMBER 2010</u>

A. Authorization of Bookstores Operation

The Board of Trustees recognizes the need for, and authorizes the operation of, permanent bookstores on the Belleville and Granite City Campuses.

The Board of Trustees further recognizes the need for a temporary bookstore operation at the Red Bud Campus during class openings and during buyback periods at close of semesters. The Board requires the Belleville store to provide this service.

B. Nature of Bookstores Operation

Operation will be contracted to a company with wide experience of college bookstore operations. A contract will be negotiated with the company offering the most advantageous response to a Board-approved Request for Proposals. The negotiator for SWIC will be the Vice President for Administrative Services assisted by the Director of Auxiliary Services. The proposed contract will be examined by the Board attorney and approved by the Board.

The contract will be for a term acceptable to SWIC and the contractor. The contract will contain language allowing SWIC to terminate the contract if the contractor's operation is unsatisfactory.

The contract will be renegotiated or a new Request for Proposals issued at whatever intervals are judged to be most advantageous to SWIC. The process may be at the initiative of the Vice President for Administrative Services or the President, or required by the Board.

A single contract will cover the operation of both stores and the college will interact with each store on the same basis.

C. Organization of Contracted Bookstores

Bookstore facilities will remain the property of College under the management of SWIC Physical Plant. Bookstore furnishings and equipment may be college-owned or contractor-owned, as approved by the Vice President for Administrative Services

College expenses associated with bookstore operations and college income derived from bookstore operations will be accounted within the Auxiliary Enterprises Fund. College monitoring and facilitation of the contract will be assigned to the Director of Auxiliary Services reporting to the Vice President for Administrative Services.

D. Scope of Bookstore Operations

The Bookstores will be the approved source for all educational supplies required or recommended for college classes, with particular responsibility for the timely supply of textbooks.

The college recognizes the need for its instructional departments to provide textbook adoption information on an approved schedule. To be reasonably certain book orders will arrive in time for class openings, and to make it possible for the bookstore to offer a buyback service to students, instructors are requested to observe the following deadlines:

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Bookstore Buyback Deadlines	
For Fall term	deadline for dropping books - March 31 deadline for new adoptions - June 1
For Spring term	deadline for dropping books - October 31 deadline for new adoptions - November 10
For Summer term	deadline for dropping books - March 31 deadline for new adoptions - April 1

The bookstores will also provide the following services:

- a) Sale of school supplies (writing instruments, paper and organizational items), calculators, computer supplies and computer application software, fiction and general interest books, "school spirit" clothing, greeting cards and single servings of candy: serving size is restricted to avoid competition with the contracted cafés.
- b) Acceptance of payment in the following media;
 - charge accounts for federal, state and commercial agencies providing funds for students, as approved by the SWIC Financial Aid department or the SWIC Business Office
 - charge accounts for college departments under parameters set by the SWIC Business Office
 - personal checks, subject to approval by a system chosen by the contractor
 - Mastercard and Visa credit and debit cards and Discover credit cards subject to approval by a system chosen by the contractor: the contractor may accept additional credit and debit cards.
 - The contractor may accept other forms of payment at the contractor's discretion and risk
- c) Refunds of payments for class materials in conformance with College tuition refund policies, and for non-educational items in conformance with generally accepted retail practices. Refund policies will be displayed prominently in both stores.
- d) A textbook buyback service, conforming to any security specifications requested by SWIC. The Belleville Bookstore will provide a buyback service at the Red Bud Campus at the end of each semester.
- e) Special orders for college-related books and supplies.
- f) A discount of ten percent on all College purchases and to all College employees except on textbooks, candy and items already at sale prices.
- g) Arrangements for rental of caps and gowns for Commencement exercises.
- h) Provision of small quantities of postage stamps for sale to students and staff on a non-profit basis.

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E. Operational Policy for Bookstores

The contract company will operate in financial independence of SWIC

The contract company will set its own personnel and pay policies with the sole exception that the store managers appointed by the contract company must be acceptable to SWIC.

The contract company will operate both stores on a schedule approved by the Vice President for Administrative Services.

The contractor will pay SWIC a commission on sales on a schedule negotiated between the company and SWIC and specified in the contract approved by the Board. Commission payments will be made on the agreed schedule.

Financial reports specified in the contract will be supplied to the SWIC Business Office in a timely manner, in a format approved by, and to a schedule specified by the Business Office.

Reports associated with Financial Aid transactions in the bookstores will be supplied to the SWIC Financial Aid department in a timely manner, in a format approved by, and to a schedule specified by the Financial Aid department.

The contract company will operate a website independently of SWIC to advertise, inform about and provide its services. The website will conform to all federal requirements at all times. All links to the SWIC website will be approved by SWIC.

F. Bookstores Pricing Policy

Profit margins on textbooks will be specified in the contract negotiated by the Vice President for Administrative Services and approved by the Board.

Margins on all other merchandise will be decided by the contract company but are expected to be competitive with other stores selling similar merchandise in the community.