BOOKSTORE BUY BACK OF TEXTBOOKS

POLICY

The Bookstore buys back textbooks during final test week of the fall and spring semesters and the last day of classes during the summer sessions.

PROCEDURES

1. The Bookstore will identify and advertise the dates and times for buy back at the end of each semester and at the end of the summer sessions.

2. Each academic department should have returned their "required textbook information" list to the Bookstore for the next term prior to buy back week. The list of books to be bought for the Bookstore will come from the department list.

3. Textbooks which will be used again and are on the "required textbook" list, will be purchased at one-half of new price. The Bookstore reserves the right to limit the number of books bought back.

4. The Bookstore will act as an agent for used book companies when necessary and will buy back books not wanted by the Bookstore at their prices during the fall and spring buy back.

5. Students will be required to sign the cash register receipt recognizing that they received the money. Students will be required to write their name in the front of each book sold and may be required to show some form of personal identification.