

SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2696

COLLEGE BOOKSTORE PROCEDURES

INVENTORY CONTROL PROCEDURES

PRICING

General Merchandise

1. General merchandise may be sold at recommended retail, but may, if conditions warrant, be sold at a discount.
2. Slow moving merchandise may be reduced in price, as necessary, to encourage sales.

Course Materials

1. Used course materials are to be sold at a price which takes into account competitive pricing and costs.
2. New course materials are to be sold at a price not to exceed the publisher's list, subject to the following exceptions:
 - a. Texts slightly damaged but saleable may be marked down.

Rentals

1. Course materials (new, used, digital) may be rented on a per semester basis. Pricing is based on market based pricing.
2. A credit card must be left on file to secure the rental. In the event the course materials are not returned by the deadline, the credit card will be charged. Should the credit card be declined, the student's account will be charged.
3. Failure to return rented course materials will result in the student purchasing the course materials. The cost will be based on the retail price of the materials, minus the rental fee already paid plus a processing fee.

INVENTORY

Inventory is to be taken at cost once per year.

LOCKERS

Student lockers may be rented for a fee from the Bookstore on a yearly basis.

GIFTS AND DONATIONS

The Bookstore shall donate gifts or prizes for College organizations, campus promotions, or scholarships at the discretion of the Bookstore Managers. The Bookstore may give students promotional items such as pens, paper, and other small items to promote the Bookstore and its web services.

BUYBACK PROCEDURES

1. Generally speaking, no course material costing less than \$2.00 will be repurchased.
2. Used course materials may be purchased at a price according to wholesale guide prices for course material not needed for the upcoming semester. For course material to be used in the upcoming semester, fair market pricing will be utilized. The following conditions are to be met:
 - A text order for the use of that book has been received by the Bookstore and no oversupply is on hand.
 - It is in good condition (some writing and underlining is permissible).
 - Used course materials will be purchased throughout the year.

REFUND PROCEDURES

1. Refunds on course materials accompanied by cash register receipt will be made within the first week of the session start date.
 - If returned course materials have no names, soil marks, underlining or notes, full refund can be made.
 - If returned course materials are no longer in new (as purchased) condition, then refunds may be issued at the used price.
2. In personal hardship cases, the Bookstore Management may handle refunds under any provisions of the refund policy and/or buyback policy.

DESK COPIES

1. Instructors will obtain their own desk copies from the publishers or purchase them from the Bookstore.
2. Refunds will be made to the instructor during the current semester if he/she returns a new, unmarked copy of the text accompanied by the cash register receipt.

INTER-DEPARTMENTAL CHARGES (IDC), THIRD PARTY, AND FINANCIAL AID PAYMENT

1. Inter-departmental charges.

Sales charged to College departments will be discounted 10% provided the sale price is not less than cost. Some exceptions may apply.

2. Third Party payments.

Appropriate Third Party authorization must be produced and reviewed by Student Accounts.

3. Financial Aid charges are applied to the student's account using the FA link module in Colleague.

Approved—Administrative Council
September 28, 1965
Revised—Board
December 17, 1969
(69-349)
Revised—Administrative Committee
June 22, 1971
April 24, 1973
April 1, 1975
August 31, 1976
Revised—Cabinet
April 2, 1990
Retyped—Title Change
December 21, 1995
Revised—Cabinet
July 29, 1996
March 7, 2000
March 4, 2003
June 21, 2005
August 20, 2019