

4.9 Bookstore Operations

Last Revised: November 2023

Policy: The Board of Trustees provides that a bookstore be organized as a service to students which enables them to purchase books and supplies essential for the attainment of their educational goals.

Purpose/Definitions:

Purpose

The purpose of this policy is to provide an overview of the general policies and operations of PCC's campus bookstore.

Definitions

N/A

Approval Authority/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority for this policy. The Vice President, Administrative Services/CFO has monitoring authority for this policy.

Procedure:

Section 1: General Bookstore Operations

- 1.1. The Bookstore Operator is authorized to adopt individual policies designed to promote a vibrant and welcoming resource to meet the needs of the PCC student community.
- 1.2. Textbooks may be returned within 14 days from the beginning of each course. Ebooks may be returned within 3 days from the date of purchase.
- 1.3. Books must be in the same condition as purchased and accompanied by the purchase receipt.
- 1.4. Refunds will be issued in the same manner they were paid. For example, if financial aid was used to make the purchase, the funds go back to financial aid.

- 1.5. If there is a buyback need, the Bookstore may pay up to 50% of the current selling price during the buyback period.
- 1.6. A list of books eligible for re-purchase by the Bookstore will be posted online approximately one (1) week prior to each buyback period.
- 1.7. All shoplifters are prosecuted.

Section 2: Use of Bookstore Funds

- 2.1. Refer to Policy 3.9.10 Profits from Bookstore, Vending Machines and Other Convenience Concessions.

Legal Citation: [N.C.G.S. 115D-5](#); [N.C.G.S. 115D-58.13](#); [1H SBCCC 300.3](#)

History: Effective January 1988; Revised October 1990, October 2001; Reviewed March 2011; Revised April 2001, May 2021—Cross-references PCC Policy 3.9.10 Profits from Bookstore, Vending Machines and Other Convenience Concessions, November 2023

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