

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT: Campus Bookstore Returns and Buybacks****EFFECTIVE DATE: July 1, 2000****Returns**

- 1) Customers must keep their receipts for all Bookstore purchases for processing of returned or exchanged items.
- 2) Textbook purchases are fully refunded for up to fifteen (15) calendar days from the start of classes (fall or spring semesters), or within two (2) days if purchased thereafter. During the summer term, textbooks are fully refunded for up to seven (7) calendar days from the start of classes, or within two (2) days if purchased thereafter. Within these time periods, new textbooks are fully refundable when returned in the same condition as purchased.
- 3) Any textbook purchased during the last week of classes or during final exams is **not** fully refundable, but can be sold back to the Bookstore during the textbook buyback period.

Buybacks

- 1) The Bookstore will buy back textbooks each day the store is open for business dependent upon quantities needed for the term.
- 2) Textbooks will be bought for up to one-half their selling price if **all** of the following requirements are met:
 - 2.1) The textbook has been adopted by the STCC faculty for the following semester.
 - 2.2) The Bookstore needs copies of the textbook to meet the required number of books for the following semester.
 - 2.3) The textbook meets any special requirement set by the STCC faculty.

Source of Policy: Transition Team 5.b.
Business & Finance

Related Policy: N/A

Approved: _____
 President

Responsible Vice President for Business,
Administrator: Finance & Info Systems
TBR Policy Reference: N/A
TBR Guideline Reference: N/A

Date: July 1, 2000

- 2.4) The textbook is in good selling condition with the cover intact and not torn, and pages not missing or loose.
- 3) Textbooks will be bought back at current prices established by wholesalers buying books from the Bookstore if the following requirements are met:
 - 3.1) The textbook has wholesale value.
 - 3.2) The textbook meets the special requirement of the wholesaler.
 - 3.3) The textbook is in good selling condition with the cover intact and not torn, and pages not missing or loose.
- 4) The Bookstore will not buy back textbooks under either of the following conditions:
 - 4.1) The textbook has not been adopted by the STCC faculty, and has no wholesale value.
 - 4.2) The textbook is not in good condition. The cover is missing, or separated or torn, and there are loose and/or missing pages.