

**DENMARK TECHNICAL COLLEGE  
STATEMENT OF POLICY**



**DTC POLICY NUMBER: 5-1-016      REF. STATE BOARD POLICY: NA**  
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**POLICY TITLE: Bookstore Operations**  
**LEGAL AUTHORITY:**  
**DIVISION OF RESPONSIBILITY: Fiscal Affairs**

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<sup>x</sup>		Fall 1995
<b>NEW POLICY</b>	<b>REVISED POLICY</b>	<b>DATE APPROVED BY COMMISSION</b>

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<b>PRESIDENT</b>	<b>DATE</b>	<b>CHAIRPERSON</b>	<b>DATE</b>
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**POLICY STATEMENT:**

The Bookstore at Denmark Technical College is an institutional operation for which the Chief Fiscal Affairs Officer is responsible. The Bookstore function is to serve students, faculty, and staff.

All textbooks will be sold at list prices with the exception of books that do not carry a discount. These will be sold with a markup defray expenses in ordering and handling.

The Bookstore serves the students, faculty, and all personnel on a demand basis. Required textbooks, supplemental textbooks, supplies and miscellaneous items are sold in the Bookstore.

Sound policies and practices are necessary to produce an effective, economical and efficient Bookstore. Cooperation among students, faculty, and staff is absolutely necessary for effective and efficient operations.