



**DENMARK**  
TECHNICAL COLLEGE

ADMINISTRATIVE POLICY #03.20.01.01 (2020) BOOKSTORE OPERATIONS

**Policy Title:** Bookstore Operations

**Policy Type:** Administration

**Policy Number:** ADM Policy # 03.20.01.01 (2020)

**Legal Authority:**

**State Board Policy:**

**Approval Date:** May 4, 2020

**Responsible Office:** Office of Fiscal Affairs

**Responsible Executive:** Vice President of Fiscal Affairs

**Applies to:** College-Community

**POLICY STATEMENT:**

The Bookstore at Denmark Technical College is an institutional operation for which the Chief Fiscal Affairs Officer is responsible for. 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 mark-up defray expense in ordering and handling.

All students enrolled at the college will be assessed an E-book fee to defray the cost of an E-book ticket to be used with required courses. E-book assessment will be waived for the following program(s) unless otherwise requested by the departmental chair with the appropriate approvals.

- (1) Barbering
- (2) Cosmetology
- (3) Welding
- (4) Culinary Arts

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 necessary for effective and efficient operations.

<b>TABLE OF CONTENTS</b>	<b>PAGE NUMBER</b>
Definitions.....	4
Contacts .....	4
Stakeholder(s) (For Administrative Policy).....	4
(Title: Policy Contents).....	4-5
Review Schedule.....	5
Related Documents .....	5
Forms .....	5

**DEFINITIONS**

*There are no definitions associated with this policy.*

**CONTACT(S)**

The Vice President of Fiscal Affairs officially interprets this policy. Additionally, the Vice President of Fiscal Affairs is responsible for obtaining approval for any revisions as required through the appropriate governance structures. Questions regarding this policy should be directed to the Office of Fiscal Affairs.

**STAKEHOLDER(S)**

College community; more specifically, students and faculty

**TITLE: POLICY CONTENTS PUBLICATION**

The policy will be widely distributed to the College community. To ensure timely publication and distribution thereof, the Vice President of Academic Affairs will make every effort to:

- Communicate the policy in writing, electronically, or otherwise to the College community, including current and prospective students within fourteen (14) days of approval;
- Submit this policy for inclusion in the Policy Library within fourteen (14) days of approval;
- Post the policy on the College’s webpage and all other related webpages, in the student handbook, and in the College catalog; and

- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary.

## **REVIEW SCHEDULE**

- Next Scheduled Review: May 4, 2022
- Approval by, date: Area Commissioners, N/A
- Revision History: None
- Supersedes: N/A

## **RELATED DOCUMENTS**

*There are no related documents associated with this policy.*

## **FORMS**

*There are no forms associated with this policy.*