Note

This Policy is no longer active

It is made available here for archival purposes only
Aloha, All,

After re-organization of the community college system, there has been some confusion about which policies are official. The Community College Chancellors Memorandum (CCCMs) do not always apply anymore, since they filled in the gap between colleges and the former chancellor's office. Many decisions have been delegated to the college level, and often UH system policies are in place to cover current decision-making. Some CCCM's are still being followed by mutual agreement until they can be replaced. The system publishes a chart to try to show which those are at http://www.hawaii.edu/offices/cc/docs/policies/UHCC_Policy_Conversion_Analysis.pdf.

A subcommittee of the Windward Faculty Senate took on the task of clarifying college questions about current policy. At their recommendation, I am making it official that the Windward Community College Policy Manual is found at http://windward.hawaii.edu/Policies/Campus/. This can also be found by going to our website, then clicking Governance, and then clicking the button labeled "Policies". The 1995 paper "WCC Policies" documents are no longer in use.

The faculty senate subcommittee on procedures and policies has also suggested procedures for development of new policies. I have accepted their recommendations, and their procedures will be used to create a "policy on policies" that will be issued soon. I would like to thank Ellen Nagaue, Leslie Lyum, Toshi Ikagawa, and Letty Colmenares for their work on this project. Thanks also to Jan Lubin for her assistance to them, and to the faculty senate for following through.

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1. **Purpose:**

To establish policies and procedures for using the Bookstore.

2. **Applicability:**

The provisions of this policy will apply to all faculty and staff who use the services of the Bookstore.

3. **Bookstore Services:**

   a. The principal purpose of the Bookstore is to provide all the materials needed by students, faculty and staff for the educational process. These materials include textbooks, tradebooks, classroom and office supplies, and a variety of personal and convenience items as well as college crested items and souvenirs.

   1) **Textbooks**, required and recommended, new or used, hard, cloth, or paperback, constitute the largest category of merchandise carried by the store. They are shelved alphabetically by subject and by course number within each subject category.

   2) **Tradebooks**, a term used for all non-required books, includes scholarly paperbacks, periodicals and magazines, gift books, cookbooks, best sellers, manuals, and paperbacks for general reading enjoyment.

   3) **Supplies** include art and engineering supplies and equipment, general classroom and office supplies, college crested souvenirs, clothing, stationary, greeting cards, gifts, and sundries.

   4) **Special services** include occasional special sales promotions and special orders. The Bookstore will special order any book from any publisher in the world. A magazine subscription at a student rate is available at the beginning of the school term.

   b. The Bookstore may provide other goods and services if the level of demand is high enough and can be economically justified.

4. **Procedure:**

   a. **Textbook requisitions:**

      1) Department Chairpersons will request textbooks for their respective departments by the established deadlines.

      2) The Bookstore will absorb all shipping costs including special handling (air mail, special delivery, book postage) for all book orders turned in to the Bookstore by the deadline.

      3) Faculty will identify the number of students and specify whether the text is required or recommended. The Bookstore will determine the number to order, based on inventory and experience. Instructors with special requests should specify these on the book order form.
4) The Bookstore will pay shipping and handling charges for all returns due to over-orders and for re-orders due to short-orders, except those due to cancelled courses, over-enrollment, and new sections opened during registration. Extra charges incurred as a result of course cancellation, over-enrollment, or added sections will be borne by instructional services.

5) Extra freight expenses for orders placed after the deadline for the submission of text information and requiring special handling (book postage, air mail and/or special delivery) will be charged to the discipline requesting the books. Freight expenses (both ways) for cancelled book orders (not due to cancelled courses) will also be charged to the discipline.

6) The Bookstore will special order at the expense of the buyer when "optional" or "recommended" books are sold out.

7) The Bookstore does not guarantee that all required books will continue to be available throughout the entire term of their use. Textbooks remaining unsold more than six weeks after the published date for the beginning of the instruction may be returned to the publishers at the discretion of the manager.

b. Instructors' Manuals:

Instructors must request instructors' manuals directly from the publisher. The publishers will not send such manuals to the Bookstore.

c. Desk Copies:

1) The Bookstore does not assume responsibility for obtaining instructors' desk copies. Desk copies must be ordered directly from the publisher by faculty member. Desk copy book request forms, prepared by the American Publishers Institute, may be obtained from the Bookstore. (See attached Desk Copy Request Form).

2) The Bookstore will give cash refunds for advance copies purchased by instructors. Books must be clean and unmarked. Refunds will not be given for books stamped "desk copy" or "examination copy". Books should be returned prior to the Bookstore's returning unsold copies. (This is generally six to eight weeks after the opening of each semester, but faculty members with advance copies should check with the Bookstore for confirmation).

d. Special Orders:

1) The Bookstore will special order any book for individuals or College departments.

2) The publisher's suggested retail price will be normally followed. When no discount is received by the Bookstore, a 25% markup over the publisher's retail price will be added.

3) The Bookstore will absorb postage and all other freight costs except when the customer requests that the book be sent by special delivery and/or air mail or if the book is ordered from a foreign country.

4) All special orders, except those on departmental requisition, must be accompanied by a non-refundable deposit equal to 50% of the estimated retail price of the book.
5) All special order sales will be final except when a publisher is unable to meet requirements of the customer.

6) Special orders to cover textbook shortages will be free of all charges if orders are placed within three weeks after classes start. The customer will pay only the regular retail price.

e. Xeroxed Material:

Xeroxed copies of out-of-print material cleared of copyrights, and/or instructor generated material may be sold in the Bookstore. The cost should not exceed xerox cost. A service charge of 25% will be added to the cost of the material. The Bookstore can bind the material in covers available in the Bookstore and charge the departments for the cost of the covers.

f. Late Arrivals:

1) When a book (ordered on time) does not arrive a month before classes are to begin, the Bookstore will send a reminder or letter of inquiry as to the status of the order. This allows time for a response. On late orders, the inquiry is done just before registration. When texts ordered on time are not here when classes start, the Bookstore will call or telex a message to the publisher.

2) Instructors will be notified by memo or phone call on all texts that arrive after classes begin.

5. Effective Date:

This policy guideline is effective as of August 1, 1995.

Peter T. Dyer
Provost