

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

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PROCEDURE TITLE: TEXTBOOK REPURCHASES BY THE BOOKSTORE

BASED ON POLICY:

REVISION NUMBER: 1

OFFICE OF RESPONSIBILITY: AUXILIARY SERVICES



PRESIDENT

November 30, 2012

DATE

PURPOSE

The purpose of this procedure is to outline the conditions and process by which the College Bookstore will purchase used books (Buy Back) for retail sale.

PROCEDURE

1. General Guidelines

The TCL Bookstore will repurchase books from students using the following guidelines.

A. Books for courses scheduled to be offered in the next semester will be considered for repurchase. The Bookstore may set limits or quotas on books purchased based on needs.

B. Book editions scheduled to be discontinued in the next term will not be repurchased.

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- C. Books should be in good condition without excessive markings.
- D. Books bundled with computer software programs will not be considered for repurchase.
- E. The price paid for used books is established according to the Nebraska Book Guide and condition of the book and ranges up to 50% of the new book retail value.
- F. Books will be purchased only during scheduled buy-back days.

2. Repurchase Schedule

The TCL Bookstore manager is responsible for scheduling and publishing the location of the “buy back” each semester, and adheres to the following guidelines.

- A. Buy-back days are scheduled during the last two days of the exam period of each semester and the day immediately following.
- B. The location and times of the buy-back period will be posted each term at least one week in advance of the scheduled dates at different locations on the campus.