

Virginia State University
Policies Manual

Title: University Bookstore

Policy: 5200

Purpose

This policy sets forth the guidelines for the efficient operation of the University Bookstore.

Authority, Responsibility, and Duties

Applicable parties to this policy are Virginia State University Faculty, Staff and employees of the outsourced bookstore operations vendor. Those responsible for monitoring adherence to the policy are the Bookstore Manager and the Director of Auxiliary Services.

This policy supersedes all previously published policies and procedures relative to the University Bookstore. This policy shall remain in effect until modified or rescinded by the University. The University reserves the right to amend, modify, or revise this document and publish any changes that it deems are in the best interest of Virginia State University and are in compliance with regulations mandated by the VSU Board of Visitors and/or the Commonwealth of Virginia

Definitions

None

Policy Statements

The University Bookstore is an outsourced operation that exists to provide reasonably priced textbooks and a full range of high quality merchandise and services to the university community.

The Bookstore facility must be well managed and maintained with an optimum level of sensitivity to the needs and concerns of the students, alumni, faculty and staff of Virginia State University.

The inventory of new and used textbooks, school supplies, clothing, assorted merchandise, prices, hours of operations, location of services and special promotions must be responsive to consumer demand. The bookstore operation must enhance the quality of merchandise inventory and delivery thereof, increase student satisfaction and patronage, develop a partnership with appropriate academic departmental staff and improve the appearance and effectiveness of bookstore operations. Bookstore management must make every effort to provide the highest possible volume of used books available to students. In addition, the Bookstore management must ensure that the buy-back program is effective and advantageous to students.

The Bookstore staff must exemplify professionalism and enthusiasm in accommodating the needs of the university community. The Bookstore staff must also continuously upgrade services and create innovative solutions in response to consumer demand.

The Bookstore staff must comply with the rules and regulations of the University and the laws of the Commonwealth of Virginia.

The Bookstore Advisory Committee has been created to ensure the execution of this policy as well as to periodically review this policy for required modifications in order to maintain consistency with consumer demand and university operations. The Committee also provides guidance to the Bookstore and/or the University on Bookstore matters.

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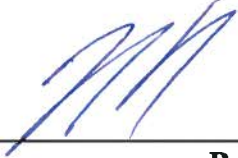
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References

State of Virginia Commonwealth Accounting Policies and Procedures (CAPP) Manual
CAPP Section 10300 – Internal Controls Guidance

Approved By: _____



President

Date: _____

