

**Business and Fiscal Affairs
DRAFT as of 2/6/13**

AP 6900 BOOKSTORE(S)

Reference:

Education Code Section 81676

***NOTE:** The content of bookstore procedures, if any, is up to local districts. Local practice may be inserted. The following language is from current CLPCCD Policy 2222 due to the level of detail contained therein.*

In accordance with the provisions of the Education Code, there is established at each College, A College Bookstore. The Bookstore shall operate to serve the needs of students and staff by offering for sale textbooks, supplementary textbooks, school supplies, stationary supplies, confectionery items and related auxiliary school supplies and services.

The **President** may establish a Bookstore Committee or similar advisory body consisting of faculty, classified, student and management staff members to advise and assist the **President** or designee in the operational procedures of the College Bookstore, including recommendations for dividends or other distribution of Bookstore profits to the Associated Students, co-curricular activities and other activities of the District as authorized by the Education Code. The committee shall report its findings and recommendations to the President.

The College Bookstore shall be operated under the general supervision of the **President of the College** and under the direct supervision of his/her designee. Classified personnel necessary to operate the Bookstore as recommended by the **President** may be employed by the Board as members of the classified service of the District with all the rights, benefits and privileges of the classified service. In addition to members of the classified service, the **President** may employ students enrolled at the College for temporary service, time subject to assignment.

Students so employed shall be paid at the wage rate established by the Board for student employees of the District. The District shall be reimbursed from the profits of the Bookstore for expenditures for salaries and related fringe benefits for members of the classified service and student assistants employed for service in the College Bookstore. The College Bookstore shall also be responsible for payment of expenditures relating to its operation, including but not limited to supplies; insurance

premiums on merchandise; utilities; costs of capital improvements (including furnishings, fixtures and equipment). No charge will be assessed to the College Bookstore for the use of the building facility.

Bookstore Funds

The Vice Chancellor, Business Services shall establish a fund into which the proceeds derived from the operation of the College Bookstore shall be transferred for deposit or investment as required by law. Net proceeds from the operation of the Bookstore shall be used for the general benefit of the student body as determined by the Governing Board. The Vice Chancellor, Business Services shall submit operational reports and financial statements of the College Bookstore to the Chancellor for transmittal to the Board not less than quarterly. The Board shall provide for the annual audit of the records and accounts of the College Bookstore as required by law.

NOTE: The **red ink** signifies language that is **suggested as good practice** by the Policy and Procedure Service and their legal counsel. The language in **blue ink** is included for consideration.

Date Approved:

(This is a new procedure recommended by the Policy and Procedure Service)