

ADMINISTRATIVE DIVISION Finance and Administration		POLICY NUMBER 611
POLICY TITLE University Bookstore		
DATE OF REVISION January 1, 2004		
RESPONSIBLE OFFICER Vice Chancellor for Finance and Administration		ADMINISTRATIVE OFFICE Finance and Administration

GENERAL OPERATIONS

The USCB Bookstore is owned and operated by The University of South Carolina Beaufort with a primary mission of providing textbooks and course materials to students at the lowest cost possible. Being designated an Auxiliary Service, The University Bookstore must, by the annual State Appropriations Act, be self-supporting. The bookstore is a self-funded operation, no portion of the operating funds are derived from the university budget. If and when any funds are generated in excess of operating expenses, they are transferred to the general operating fund at the end of each fiscal year.

FACULTY INFORMATION

Course Adoptions

The bookstore will generate a pre-printed form with historical adoption information (when available) a few months before the start of each semester. Faculty members should complete this form by the deadline to help ensure accuracy and increase the availability of used textbooks for students. Whenever possible, the bookstore will supply the exact edition and version of textbooks indicated by the professor on the adoption form. Any deviance from the listed information will be forwarded to the professor via email or telephone. All course packets that contain copyrighted material must be approved through a copyright clearance center before they may be sold in the bookstore. Allow a minimum of six weeks for copyright approval.

Desk Copies

The University Bookstore will provide contact information for any publisher from which you need a desk copy. The bookstore will provide a loaner desk copy in emergency circumstances only. To obtain an emergency desk copy from the bookstore, fill out a Purchase Requisition Form (Form 21), make it out to the University Bookstore, list the desired title, clearly write "Desk Copy" in the upper right hand corner, and have it signed by your department head. The bookstore will hold this form for while you attempt to obtain a desk copy from the publisher, after 30 days, the form will be processed for billing and the amount will be charged to the department supply account. The University Bookstore does not obtain desk copies for faculty.

GENERAL INFORMATION

Refunds

The University Bookstore is happy to offer refunds and exchanges. An original sales receipt is required for all refunds and exchanges. Merchandise must be returned in the same conditions as when purchased. The refund must be made within the proper time frame: the final day for refunds will be posted in the bookstore and listed in campus publications for each semester. We're sorry, but we cannot offer refunds at any time for study outlines or course packets. Software, multimedia products, and electronics are refundable in their original unopened packaging only. We will exchange most defective merchandise returned with a receipt.

Book Buy Back

The USCB Bookstore is happy to buy used books and contracts out to a wholesale company to provide this service. The time to sell books is during the end of each semester. Books that are in their current edition, are in good resale condition, have been adopted for the next upcoming semester, and the bookstore is not overstocked will receive up to 50% of the original purchase value. All other books are eligible to receive a wholesale value as determined by a national wholesale guide.

As stated in USC System policy it is unethical for any faculty or staff member to sell examination or desk copies to the bookstore or any other book buyer.

Other Services

The University Bookstore offers a 10% discount to faculty and staff on many items in the bookstore. The bookstore is your source for USCB and Gamecock clothing and gift items, special book promotions, and Faculty published works. Also, public facsimile, graduation regalia, class rings, and diploma framing are available.

Hours of Operation

Monday through Thursday 8:30 am - 6:00 pm

Friday 8:30 am - 5:00 pm

Saturday 10:00 am – 4:00 pm

The staff of the University Bookstore will strive to serve you the best that they can and welcome any comments or suggestion you may have.

HISTORY OF REVISIONS