



Retailing of Course Materials

Policy No.:	7540
Category:	Administration
Approving Body:	Leadership Team
Executive Division:	Administrative Services
Department Responsible:	Ancillary Services
Current Approved Date:	2009 Feb 09

Policy Statement

The BCIT Bookstore is solely responsible for the procurement and retailing of texts and other course materials intended for purchase by students, regardless of how courses are delivered.

The Bookstore is responsible for copyright clearance of materials that are to be retailed to the students.

Purpose of Policy

The purpose of this policy is to establish roles and responsibilities for the purchasing, resale, and copyright clearance of student learning materials intended for all BCIT campuses.

Standardized Bookstore procurement processes are necessary to ensure consistent and accountable processes for the pricing and retailing of student materials.

This policy also centralizes responsibility for copyright clearance of materials that are to be retailed to students.

Application of this Policy

This policy applies to BCIT employees and BCIT students.

Related Documents and Legislation

- Policy 2003 Purchase of Operating Goods or Services
- Policy 2009 Cash Collection and Handling
- Policy 7506 Copyright Compliance
- Canada *Copyright Act*

Definitions

None

Other Information

None

Duties and Responsibilities

The BCIT Bookstore

Procurement

- The BCIT Bookstore is solely responsible for the procurement of all educational materials intended for retail disposition to students. These are usually multiple copies. These course materials include textbooks, electronic publishing, software media, course manuals/modules, and associated general school supplies, whether procured from a vendor, or prepared on-campus.
- All materials procured must meet all current copyright requirements and contractual obligations.
- Free copies of books/booklets or review copies of books are not procured by the Bookstore, thus are not covered by this policy, but are the responsibility of the acquiring department. Associated costs of acquisition such as shipping and brokerage are departmental responsibilities. (Note that IT Services and/or Purchasing may have institutional contracts that may reduce BCIT expenditures for these types of acquisitions.)

Disposition / retail:

The BCIT Bookstore is the sole vendor for the sale of textbooks and other course materials to students, regardless of campus, program, or final delivery mode (i.e. central campus, satellite campuses, in-person retail, web-commerce, distance learning, or industry services). This includes corporate training needs.

- Any in-class sales or exchange of fees for any of the materials in the Bookstore's scope of procurement and disposition, by instructors, are strictly prohibited.
- Gross margins (which are standardized) and pricing are reviewed annually in consultation with BCIT's Chief Financial Officer.
- BCIT Bookstore complies with all copyright requirements and contractual obligations.

Inventory and financial controls

Course materials for retail have centralized inventory audits.

The Bookstore must comply with Institutional financial policies and procedures to ensure integrity of revenue collection, and must maintain detailed records to meet stringent audit standards.

Procedures Associated With This Policy

None

Forms Associated With This Policy

None

Special Situations

None

Amendment History

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| 1. Created | 2003 Dec 16 |
| 2. Revision 1 | 2009 Feb 09 |

Scheduled Review Date

2014 Feb 01