

# Essex County College College Regulation

## REG 2-7 BOOKSTORE OPERATIONS

### **Purpose:**

To establish guidelines providing members of the Essex County College community (students, faculty and staff) an opportunity to purchase books and supplies at the College Bookstore.

### **Application:**

1. The Director of the Bookstore is charged with the responsibility of procuring the necessary educational materials as prescribed by the Academic Deans through their delegated staff, and establishing procedures for proper Bookstore operations.
2. All materials shall be available on a timely basis and shall be sold at an amount not to exceed the manufacturers or publisher's suggested retail price. However, a 15% discount shall be given to full-time employees.
3. The Director of the Bookstore shall also maintain sufficient inventory of non-instructional material that shall complement the other materials in offering an array of merchandise comparable with other college and university bookstores.

<b>Responsible Official(s):</b>	<b>Reference: <i>N.J.S.A. 18A: 64A-12(o)</i></b>
<b>Regulation History: App. 11/95, Rev. 10/01, 7/11, 3/17</b>	<b>Attachment(s):</b>