

## Procedure 4.0107

### Used Books Procedure

The College Bookstore makes available as many used books as possible from a used book company in an effort to reduce the book cost to students. The College Bookstore does not buy used books directly from the students. Students may sell their used books to a used bookstore representative at the end of each semester. Posters are displayed to let students know the date and hours of the book buy back. Reasons affecting book buy back value are as follows:

1. The instructor has authorized re-use of the book.
2. The instructor has discontinued the book or has not indicated it will be used next term.
3. The Publisher has a new edition and a prior edition has no value.
4. The book is too ragged and in too poor condition to be resold.
5. The book has limited nationwide demand.

### References

**Legal References:** *Enter legal references here*

**SACSCOC References:** *Enter SACSCOC references here*

**Cross References:** [Services and Resources Policy](#)

### History

**Senior Staff Review/Approval Dates:** 11/6/13

**Board of Trustees Review/Approval Dates:** *Enter date(s) here*

**Implementation Dates:** *Enter date(s) here*