

POLICY

Effective Date: June 5, 1991
Revised: August 14, 2012
Approved By: President Bruce Shepard

Authority: [Guideline for Administration of AS Bookstore HR 4137, Sec. 112](#); WAC [516-40](#);
RCW [28B.10.590](#)

Replaces: POL-U8000.01: Using the University Bookstore

See Also: [Guidelines for Administration of A.S Bookstore](#)
[A.S. Reserve Policy](#)
[A.S. Bookstore Distribution Plan](#)

POL-U8000.01 **OPERATING THE ASSOCIATED STUDENTS BOOKSTORE**

This policy applies to all University personnel and students involved in developing and recommending general policy guidelines for the operation of and/or distribution of revenue from the Associated Students (A.S.) Bookstore.

Definitions:

Course Materials: Any supplies or texts required or recommended by faculty or staff for a given course. Course materials may include, but are not limited to, texts, workbooks, study guides, CD-ROMS, art supplies, and other ancillary materials. ([WAC 516-40-020](#))

Note: *The above definition includes multiple formats and modalities through which students may access such content.*

- 1. A.S. Bookstore is Under Administrative Authority of the University and Operates Under Established Guidelines for Administration**
- 2. A.S. Bookstore Has Exclusive Authority to Sell Course Materials On-Campus**
- 3. A.S. Bookstore Manager Determines Constituent Priority in Developing Services and Managing Operations**

These services will be supported in the following order of priority:

- University students and faculty
- Other members of the University community
- Members of the community at large.

POLICY

4. **A.S. Bookstore Manager (or designee) Determines Sale Priorities, Pricing Strategies, and Product Mix**
5. **A.S. Bookstore, in Conjunction with A.S. Board, Maintains an Advisory Group**

The advisory group will provide feedback and offer suggestions on strategic directions, policies, services and operations.
6. **A.S. Board Maintains a Bookstore Reserve Fund**
7. **A.S. Bookstore Manager and A.S. Board Co-Develop Revenue Distribution Plan**

A.S. Bookstore Manager provides the A.S. Board with an estimated revenue share contribution to the A.S. Board Bookstore Reserve Fund on an annual basis.