POLICY

Effective Date: June 5, 1991
Revised Date: August 14, 2012
Approved by: President’s Cabinet

Authority: Guidelines for Administration of Western’s Associated Students (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 Western’s AS Bookstore
AS Reserve Policy
AS Bookstore Revenue 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 (AS) 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. AS Bookstore is Under Administrative Authority of the University and Operates Under Established Guidelines for Administration

2. AS Bookstore Has Exclusive Authority to Sell Course Materials On-Campus

3. AS Bookstore Manager Determines Constituent Priority in Developing Services and Managing Operations

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

a) University students and faculty

b) Other members of the University community

c) Members of the community at large.
4. **AS Bookstore Manager (or designee) Determines Sale Priorities, Pricing Strategies, and Product Mix**

5. **AS Bookstore, in Conjunction with AS Board, Maintains an Advisory Group**
   
   The advisory group will provide feedback and offer suggestions on strategic directions, policies, services and operations.

6. **AS Board Maintains a Bookstore Reserve Fund**

7. **AS Bookstore Manager and AS Board Co-Develop Revenue Distribution Plan**
   
   AS Bookstore Manager provides the AS Board with an estimated revenue share contribution to the AS Board Bookstore Reserve Fund on an annual basis.