



ADMINISTRATIVE PROCEDURE

TITLE: Complimentary Desk Copies

ADMINISTRATIVE PROCEDURE # 6902 *(previously 615.02)*

RELATED TO POLICY # 6900 BOOKSTORE OPERATIONS

Publishing companies do not provide complimentary copies to bookstores. Instructors who need a complimentary textbook for their classes shall contact publishers for their texts. The bookstore can provide instructors with information to contact publishers.

RESPONSIBILITY:

The Bookstore Manager is responsible for implementing and updating this procedure.

References:

NWCCU Standard 2.D.12
ORS 341.290(12)

NEXT REVIEW DATE:

DATE OF ADOPTION: 4/25/2017

DATE(S) OF REVISION: 5/14/2019

DATE(S) OF PRIOR REVIEW: