



ADMINISTRATIVE PROCEDURE

TITLE: Textbook Pricing

ADMINISTRATIVE PROCEDURE # 6904 *(previously 615.04)*

RELATED TO POLICY # 6900 BOOKSTORE OPERATIONS

When setting prices for textbooks and course materials the bookstore shall consider the following factors:

- The cost of the materials.
- Associated freight costs.
- A review of prices available at national retailers.
- Discounts that are made available at the time of purchase.

The bookstore maintains a mark-up on course materials that covers the above factors, bookstore personnel, operations, and other indirect expenses.

Prices of textbooks sold at the bookstore shall be consistent with the prices of other institutionally owned bookstores.

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: 4/27/2017

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

DATE(S) OF PRIOR REVIEW: