

PROCEDURE

Number: 72-02
Title: College Bookstore
Responsibility: Vice President of Finance and Administration
Original Approval Date: 01/14/1997
Last Cabinet Review: 07/08/2025
Last Revision: 06/26/2025

Reference (Policy and/or Procedure)

SBTCE:
FDTC: Policy# 70-26 College Bookstore
Other:

Procedure Description

I. PURPOSE

HOURS OF OPERATION:

The Lamplighter Bookstore, located on the first floor of the 5000 Building, offers students everything needed in the way of required textbooks and supplies. Also offered for sale are an extensive selection of popular items.

Hours of Operation

Monday through Thursday 8:00 a.m. – 5:30 p.m.

Friday 8:00 a.m. – 11:30 a.m.

SELLING

All merchandise is sold on a cash, check or credit card basis with the following exceptions:

1. Students on scholarships or a grant are permitted to charge items according to the stipulation of the grant.

2. Authorized persons may charge items to their appropriate department, if budget is available.

PRICING

1. Textbooks are priced according to the "Publishers List Price" or 25% margin, whichever is larger.

2. Supplies are priced using the discount from selling price method.

TEXTBOOK ADOPTION

Required texts are those agreed upon by instructors for all students in any particular course. Textbooks may not be changed indiscriminately and said changes must be approved by the appropriate Department Head or Dean. The number of books on hand in the Bookstore will be taken into consideration when there is to be a change of textbooks. The texts for Evening classes will be the same as those for the day.

The normal deadline for changes in texts is eleven weeks prior to registration for the course in which the texts are to be used. However, if a text has already been ordered and received, the following rule will apply:

1. The responsible Department Head must contact the Bookstore Manager and explain the reasons for requesting the change. If it is decided that these texts can be returned to the publisher for full credit, the expense of freight in and out will be charged against the appropriate department's budget. If the Bookstore Manager finds that this book cannot be returned, he must refer back to the responsible Department Head advising him to consult with the Vice President for Academic Affairs.

SUPPLEMENTAL MATERIALS

Supplemental textbooks and materials (not mandatory of the students) can be selected by each instructor for their individual classes. Such requests must be given directly to the Bookstore Manager. If an item is desired and is not normally carried in stock, or if supplies carried in stock do not meet required standards, contact the Bookstore Manager for a special order or problem correction.

REQUIRED MATERIAL

Materials which are required to be purchased by the student can be obtained from the Bookstore. These items must be listed on the booklist with the course they are to be used with.

BOOK BUY BACK

The FDTC Bookstore processes book buyback every day during regular business hours with the exception of the first week of class during the Fall and Spring semesters. The bookstore processes the buyback for a national wholesaler, using its database, so it is solely up to the wholesaler as to whether or not a title qualifies for buyback. Using wholesaler guidelines, it is the discretion of the Bookstore employees in determining if the condition of a text qualifies it for buyback. A current Tech ID or valid driver's license is required.

DESK COPIES

Faculty are responsible for obtaining a desk copy from the publisher. The Bookstore will not issue desk copies unless they are charged to the appropriate department. Upon receipt of a replacement copy from the publisher, the department may return the book to the Bookstore for credit to their department as long as the book is not stamped "Complimentary Copy."

SUPPLIES

Most office supplies, or related supplies, will be stocked in the Bookstore as much as possible. Any instructor or other staff member will visit the store and pick up necessary supplies. A requisition will not be necessary. The instructor or other staff member will sign for the item(s) desired. This will be charged against that department's budget monthly by the Accounting Department.

If a student or work-study aid is picking up supplies for an instructor or staff member, they will be required to have written authorization from that instructor or staff member.

TEXTBOOK LISTS

Textbook lists must be turned in to the Bookstore Manager eleven (11) weeks before the book is required in order to be assured of having the book on time. The estimated number of books needed will be put on the book list.

CHECK CASHING

Personal checks in the amount of the purchase only will be accepted by the Bookstore. Identification will be required. No counter checks or two-party checks will be accepted.

REFUNDS

Refunds on required texts and required supplies will be made within five (5) business days after drop/add if accompanied by the original sales receipt. Refunds will be made using the same tender type (cash, check, credit card, financial aid/sponsor) as purchase. Any signature or markings in a book make it used and may be purchased back by the bookstore at wholesale price (bookstore's discretion). In the event the College cancels a class or a text is changed, by agreement of appropriate administration officers, a full refund is made.

SALES TAX

According to South Carolina law, sales tax is not collected on textbooks or Dictionaries. However, all other supplies and materials are subject to sales tax and is collected by the Bookstore.

DISCOUNTS

A discount not to exceed ten percent (10%) on a personal cash purchase will be granted to all full-time employees. The Bookstore will sell to the college at cost plus ten percent (10%). Items purchased by Federal programs for office use only will be discounted the same.