

- 2.2.5.1 Eastern West Virginia Community and Technical College employees may not require for any course a textbook that includes his or her own writing or work if the textbook incorporates detachable worksheets or worksheet-style pages intended to be written on or removed from the textbook. This provision does not prohibit an employee from requiring as a supplement to a textbook any workbook or similar material which is published independently from the textbook.
- 2.2.5.2 Eastern West Virginia Community and Technical College employees may not receive a payment, loan, subscription, advance, deposit of money, service, benefits or thing of value, present or promised, as an inducement of requiring students to purchase a specific textbook for coursework or instruction.
- 2.2.6 Exceptions to 2.2.2, 2.2.3, and 2.2.4 may be made with the approval of Program Coordinators, Chairs, or Deans.

SECTION 3. TEXTBOOK LISTS

- 3.1 The bookstore shall make available to students a listing of textbooks required or assigned for any course offered at Eastern West Virginia Community and Technical College.
 - 3.1.1 The listing shall be prominently posted at the bookstore and on the official Eastern West Virginia Community and Technical College website.
 - 3.1.2 The listing shall include for each textbook the International Standard Book Number (ISBN), the edition number and any other relevant information.
 - 3.1.3 Each book will be posted in the listing when the adoption process is complete and the textbook is designated for order by the bookstore.

SECTION 4. DESK COPIES

- 4.1 Eastern West Virginia Community and Technical College employees may receive sample copies, instructor’s copies and instructional materials. Per West Virginia Code West Virginia Code § 18B-10-14 (c)(2)(A), such material may not be resold.

SECTION 5. BOOKSTORE REVENUE

- 5.1 In the event EVWCTC operates its own bookstore, all moneys derived from the operation of the bookstore shall be paid into a special revenue fund as provided in section two, article two, chapter twelve of the West Virginia Code. Subject to approval of the Governor, the governing board periodically shall change the

amount of the revolving fund necessary for the proper and efficient operation of the bookstore.

5.1.1 Moneys derived from the operations of the bookstore shall be used to pay the costs of operating and maintaining the bookstore.

5.2 In the event Eastern West Virginia Community and Technical College contracts with a private entity for bookstore operations, all revenue generated by the operation to benefit the institution shall be deposited into an appropriate account to offset cost associated with the bookstore.

BOARD OF GOVERNORS, CHAIR DATE

Approved by ILOT 12/13/2007