

NORTHEAST COMMUNITY COLLEGE POLICY MANUAL

SECTION 6– BUSINESS & FISCAL AFFAIRS SUBSECTION 61 – FINANCE & ACCOUNTING

POLICY NUMBER: BP – 6180

SALE OF BOOKS AND SUPPLIES TO STUDENTS; COPYRIGHTS AND ROYALTIES

1. POLICY REASON/PURPOSE/INTENT

To establish a policy on the sale of books and supplies to students.

2. DEFINITIONS

N/A

3. POLICY

3.1 No member of the Northeast Community College staff shall have any financial interest in, or receive, any compensation from the sale of books, pamphlets, other educational material, or supplies used by students at the College, except royalties on books or other educational material from publishing houses of standing, when copyright has been secured or when otherwise provided by agreement with the College for College-sponsored education materials. Except as to those works which are College-sponsored “made for hire” educational materials, the College shall claim no right of ownership of such copyright or such royalties. It shall be the policy of the College to encourage publication of textbooks and other educational materials, if there is no exploitation of College students resulting therefrom.

4. APPLICABILITY

N/A

EFFECTIVE DATE: 05/08/2014

ORIGINAL ADOPTION DATE: 03/18/1976 (item #1217)

REVISION DATE (AND BOARD OF GOVERNORS’ MINUTES ITEM NUMBER): 09/12/1996
(item #7739); 05/08/2014 (item #11433)

PRIOR POLICY/PROCEDURE NUMBER: 4400

SCHEDULE FOR REVIEW: 2017

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Admin Services

SPONSORING DIVISION/DEPARTMENT: Administrative Services

RESCINDED DATE: none

LEGAL REFERENCE: none

CROSS REFERENCE: none

PROCEDURE(S) FOR POLICY: none

RELATED POLICIES/REFERENCES: none

POLICY KEY WORDS: sale of books; sale of supplies; royalties; conflict of interest