TITLE: Bookstore Resale of Campus Educational Materials

RATIONALE: The purpose or function of this policy is to protect and hold harmless NRCTC/BSC and more specifically the BSC Bookstore against the selling of copyrighted or other unauthorized material.

POLICY STATEMENT

Prior to resale by the Bookstore of photocopies or any other educational materials requested by campuses to students, the faculty member and the Campus Director must complete a Bookstore Resale of Campus Educational Materials form (copy attached). This form must be completed annually.

RELATED POLICIES:

RESPONSIBLE OFFICE: Bookstore

___________________________________  ____________________
Approved by Provost                                Date
BOOKSTORE RESALE OF CAMPUS EDUCATIONAL MATERIALS

Prior to resale by the Bookstore of photocopies or any other educational materials requested by Campuses to students, the faculty member and the Campus Director must complete the form set forth below.

I, _____________________________, a member of the faculty of ________________ Campus of New River Community & Technical College have delivered photocopies or other materials to the BSC Bookstore for resale. These materials are for students of my class entitled _______________ with course number ________.

To be answered by the Faculty Member and/or the Campus Director

1. Have you obtained from the publisher permission to make multiple copies of the copyrighted materials you have requested this store to sell to your students?  _____ Yes  _____ No

2. I, _____________________________, do hereby agree to hold harmless Bluefield State College Bookstore and to indemnify it from any claim, liability, expenses, and/or infringement arising out of the store’s selling the copyrighted materials described above in accordance with my request.

   or,

3. I, _____________________________, do hereby certify the photocopied materials for my class identified above does not contain any copyrighted material.

______________________________  _________________________________
Faculty Member      Campus Director

______________________________  _________________________________
Date        Date