

University of Prince Edward Island Policy	Policy No. admbstgnl0001	Revision No. 1
Policy Title Bookstore General Policy		Page 1 of 2
Creation Date August 9, 1989	Version Date June 6, 2004	
Authority Comptroller	Review Date June 6, 2009	
Responsibility Bookstore Manager		Access C

1 Purpose

The University of PEI Bookstore is an ancillary operation established to serve the UPEI community. As a financially self-sufficient ancillary organization of UPEI, the Bookstore functions as the official campus Bookstore, supplying educational products and services such as books, school and office supplies, computer software and peripherals, and a variety of merchandise and services which support the educational process in a professional, efficient and courteous manner.

The Bookstore is committed to:

Providing the best possible service and value to the University community and to our customers.

Working closely with the faculty to ensure we are providing the best possible selection of educational products and services.

Providing a selection of merchandise which reflects the interests and needs of the University community.

Providing a positive image of the University to its members and visitors, and to the public.

Managing the business to accommodate the evolving needs of the campus community.

Providing sufficient financial return to ensure fiscal strength to meet internal needs for capital

2 Policy

School Logo/Licensing

The University of PEI and the Atlantic Veterinary College names, logos, and seals are the property of the University. Any use of the names, logos, seals, in any version, is subject to authorization by the Bookstore manager or by the Comptroller’s Office. The purpose of the licensing program is to ensure the names, logos, and seals are used in good taste.

The University recognizes that groups associated with the University may, on occasion, desire the use of the University names and logos. The Bookstore will consider such requests and work with such groups.

The Bookstore reserves the right to charge a 7.5% royalty on the total cost of the printing/embroidery and on the cost of the item on which the attribution is being produced.

Copies of the invoice(s) must accompany the payment to the University of PEI within 30 days of production.

Any groups or individuals wishing to reproduce any of the University's trademarks must have permission form signed by an official from the University. Permission may or may not be granted.

Textbooks

As a provider of course materials for all university courses, we will ensure that required course materials are available to those who need them, when and where they are needed.

Special orders for textbooks will be placed for students and faculty at no extra charge.

Conclusion

We are here to support your teaching and learning experience.