

**BP 3900 BOOKSTORE(S)**

**References:**

Education Code Section 81676;  
Civil Code Section 1798.90

The District's bookstore(s) may be operated by the District, or by a qualified outside vendor.

If the bookstore is run by the District:

- Operational costs of the college bookstore[s] shall be paid from revenue earned from the bookstore.
- Fiscal management of the bookstore[s] shall be in accordance with the California Community Colleges Budget and Accounting Manual. An annual audit of the records and accounts of the bookstore shall be provided to the Board.

If a qualified outside vendor is to provide bookstore services:

- Contracts for outside vendors to operate bookstores shall be awarded by competitive bid, submitted to the Board for approval, and awarded in the best interests of the students.
- Student organizations shall be encouraged to submit bids and given preference if they meet all other bid criteria.

College bookstore(s) shall comply with the requirements of the Reader Privacy Act.

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**Date Adopted:** November 18, 2008

**Revised:** September 18, 2012

**Revised:** June 20, 2023

**Formerly:** 5800, 3800

**AP 3800 BOOKSTORE(S)**

**Reference:**

Education Code Section 81676

Procedures for operation of District bookstores will be identified in the contract between the vendor and the District. A copy of the contract is located, and may be viewed in, the office of the Vice Chancellor, Educational Services & Strategic Planning

Office of Primary Responsibility: Vice Chancellor, Educational Services & Strategic Planning

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Administrative Approval: December 8, 2008

Revised: April, 2014 (job titles only)

Revised: August 2015 (job titles only)

Formerly: 5800