

**POLICY
BOARD OF TRUSTEES
MAYLAND COMMUNITY COLLEGE**

Title: COMPLIMENTARY TEXTBOOKS

Type: ACADEMIC

POLICY NO: 1.004

Policy Adopted: April 8, 1991

EFFECTIVE DATE: 6-10-13

AMENDED DATE: 2-10-97; 6-15-09; 6-10-13

Charles Ronald Kates
Chairman

AUTHORITY: N.C.G.S. 115D-15

Complimentary textbooks received by Mayland Community College or by employees of Mayland Community College in their official capacities or at their college address shall be deemed gifts to Mayland Community College and shall be the personal property of the College. No employee shall sell or otherwise dispose of complimentary textbooks. Any complimentary textbooks which are not being used as official textbooks or as reference sources shall be delivered to the manager of the College bookstore. Disposal of complimentary textbooks shall be governed by the provisions of N.C.G.S. 115D-15.

All employees found to be in violation of this policy shall be subject to disciplinary action up to and including termination in accordance with the Cessation of Employment Policy.