

**Title:** BOOKSTORE DISCOUNTS  
**Category:** Education/Student Services: Bookstore  
**Policy No.:** E6001  
**Replaces:**  
**Applicability:** All College Employees  
**Issue Date:** June 1999  
**Amended Date:**  
**Source(s):** Langara Council  
**Approval:** \_\_\_\_\_  
**President**

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## 1. PURPOSE

To provide clarity and consistency relating to discounts in the Bookstore and who shall receive discounts on what purchases.

## 2. DEFINITIONS

Not applicable.

## 3. AUTHORITY

3.1 Related Acts and Regulations

[B.C Freedom of Information and Protection of Privacy Act](#)  
[B.C. College and Institute Act](#)

3.2 Related Policies

[Bookstore: Charges by Departments](#)

## 4. RELATIONSHIPS WITH COLLECTIVE AGREEMENTS

Not applicable.

5. POLICY

All employees of Langara College will be treated equally and may receive discounts at the Langara College Bookstore on designated items for sale in the Bookstore.

6. GUIDELINES/STANDARDS

Not applicable.

7. EXCEPTIONS

On approval of the President or Bursar, College gifts may be acquired at cost of acquisition, including freight.

8. PROCEDURES

8.1 The Bookstore Manager, in consultation with the Director of Library, Media and Bookstore Services and the Dean of Student and Education Support Services, shall be responsible for developing and maintaining a list of items for which employees shall receive discounts.

8.2 Individual discounts:

8.2.1 All Langara employees are entitled to the same discounts, as per the following table.

**ELIGIBLE FOR 10% DISCOUNT**

**NO DISCOUNTS**

Backpacks  
Cards & Wrap  
Clothing  
Gift Items  
Magazines  
Stationary (taxable)  
Stationary  
Trade Books

Bike Cards  
Bus Passes  
Candy  
Cigarettes  
Newspapers  
Phone Cards  
Postage Stamps  
Software  
Textbooks (new/used)

8.3 Bulk discounts for Departmental/College purchases

8.3.1 Bulk items must be a minimum of ten (10) units per item.

8.3.2 There will be graduated discounts on bulk purchases as follows:

10 – 20 units	=	15% discount
20+ units	=	20% discount

8.4 To obtain a discount. College employees must present a current ID card. No exception will be made. See also "[Bookstore: Charges by Departments](#)" Policy.

8.5 There is no discount on sale items. There shall be no exceptions to this.

## 9. INQUIRIES

For further information regarding this policy, please contact the Dean of Student and Education Support Services.

## 10. APPENDICES

Not applicable.