The Biola Bookstore provides an on-campus resource for students, staff, faculty, and the general public. The following services are available:

**Bookstore**

The Biola Bookstore provides a wide selection of books, greeting cards and wrapping, gifts, gift certificates, emblematic clothing and other logo items, school supplies, and music. A fax machine (562-903-4783) is available for personal use. The cost is $1.50 for the first page, $1 for additional pages (domestic or international), and $5 per page for international messages. The Bookstore stocks many Bibles at a 20% discount from the retail price. The convenience store section offers candy, snacks, soft drinks, juices, frozen items, sundries, and photo processing.

**Discounts**

**Faculty & Staff Discounts**

Faculty and staff (exclusive of student employees) are entitled to a 10% discount in the Bookstore (includes food items and textbooks). To receive a staff/faculty discount, please present your Biola Staff/Faculty ID Card to the cashier before the transaction is entered into the cash register.

**Departmental Discounts**

Purchases billed to university departments are entitled to a 20% discount in the Bookstore.

*Discounts do not apply to postage stamps, photo processing, performance tickets, class rings, diploma frames, or the purchase of gift certificates.*

**Departmental Billing**

Departmental purchases may be directly billed to the department. They may only be authorized by persons who appear on the Authorized Signers' List published by the Accounting department. Purchases must be within the approval authority of the signer as noted on this list.

There are two ways in which department purchases may be made: an authorized signer may sign for the purchase at the cash register, or an authorized signer may sign a Departmental Authorization to Purchase Form (available from the Bookstore) and send another individual to purchase the merchandise.

Please call ahead for quantity purchases or special orders.

**Methods of Payment**

The Bookstore accepts cash, personal checks, cashier's checks, money orders, Master Card, Discover and Visa credit cards, and Bookstore gift cards. All purchases by check require acceptable forms of identification: a Biola ID Card or valid driver's license.

**Merchandise Returns and Refunds**

Merchandise, except textbooks and computer store items, may be returned within these guidelines:

- Returned items must be in a saleable condition.
- A refund is available for merchandise returned with a receipt.
• Items returned without a receipt are eligible for store credit.
• Occasionally, sale or clearance merchandise may be sold on a non-returnable basis and will be clearly marked as to these terms of sale.
• The Textbook Return Policy is posted in the store for each semester.

Special Orders
The Bookstore encourages special orders. Contact the Customer Service Representative for specific information.

Professor-Recommended Supplies
The Bookstore encourages Biola faculty to utilize the Bookstore as a source of supplies for Biola students. Faculty may submit a recommended supply list to the Bookstore management.

Textbook Desk Copies
Most publishers will supply faculty with complimentary desk copies of required textbooks. Departments are responsible for requesting desk copies from the publishers. It is the policy of the Bookstore not to purchase desk or complimentary copies either from vendors or at the buy-back.

Theme Park Ticket Sales
Tickets for select theme parks (i.e., Disneyland and SeaWorld, etc.) are sold in the Bookstore at special discount prices.

Copyright Clearance
To protect Biola University against legal exposure due to copyright infringement, the Bookstore offers a copyright clearance service to the Biola faculty for course pack materials that are to be sold in the Bookstore. To take advantage of this service, professors must complete a Course Pack Order Form and an Academic Permission Form (available from the Bookstore Office) for each course pack and submit these, with the manuscript, to the Bookstore. The Bookstore will seek written permission to reproduce the copy and pay royalty fees (if any) to the copyright holder/s. It is the policy of the Bookstore not to sell course packs for which we do not have written copyright permission or a signed affidavit from a Biola faculty member that the course pack does not contain copyrighted works.