

**BLACK HILLS STATE UNIVERSITY**  
**Policy and Procedure Manual**

SUBJECT: Complimentary Copy  
NUMBER: 2:2

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Office: Office of Academic Affairs; Black Hills State University Bookstore  
Source: [BHSU Faculty Handbook](#)

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1. Purpose

This policy sets forth the process for complimentary copies of textbooks on BHSU property.

2. Policy

It is the policy of Black Hills State University that complimentary copies of textbooks are the property of the State of South Dakota. No such copies shall be sold to profit individuals. Under BHSU solicitation policy, book buyers are not authorized for campus business. Please contact campus security if buyers are on university grounds.

3. Responsible Administrator

The Vice President for Academic Affairs, or designee, is responsible for the annual and ad hoc review of this policy. The University President is responsible for approval of this policy.

SOURCE: Approved by President Laurie Nichols on 12/9/2019.