

ISSUE: BOOK BUYERS ON CAMPUS

APPLICABLE POLICY: UNIVERSITY POLICY 601.9 SALES, SOLICITATIONS, DISTRIBUTION OF MATERIALS, AND CAMPUS DISPLAYS

GUIDED RESPONSES TO FREQUENTLY ASKED QUESTIONS FROM FACULTY MEMBERS:

Q&A:

1. **QUESTION:** Can a book buyer walk down the halls and knock on doors of faculty members, asking to buy books?

ANSWER: No. A buyer must obtain prior approval from University Conferences, Reservations, and Event Services Office. (UP 601.9 prohibits sales activities in campus facilities *except* when sponsored by an Affiliated Group **and** with the approval from the University Conferences, Reservations and Event Services Office).

If buyer is with an Affiliated Group, please refer to UP 601.9 Section III (A) (1): *“Affiliated Groups must file all appropriate registration forms with and receive approval from the Conferences, Reservations and Event Services Office prior to initiating sales activities.”*

If buyer is with a Non-Affiliated Group, please refer to UP 601.9 Section III (B) (1): *“Non-Affiliated Groups are strictly prohibited from using University facilities for sales activities except when sponsored by an Affiliated Group.”*

2. **QUESTION:** Can faculty members sell books that were mailed to them as free examination copies?

ANSWER: This would depend on whether the books were mailed to the department/position title or the individual faculty member personally. If the books are sent personally to the faculty member, they can be disposed of as the faculty member wishes.

3. **QUESTION:** Can faculty members sell books that they purchased with their own money to book buyers?

ANSWER: Yes. Faculty members can invite book buyers to meet with them to purchase books for that specific sale. However, please note that this does not allow book buyers to walk down halls to other faculty members asking whether they would sell/buy books.

4. **QUESTION:** What kind of documentation should the book buyer present so that department administrators recognize that he or she is legitimate?

ANSWER: Again, please refer to UP 601.9 Section II. Specifically: “*Any Affiliated or Non-Affiliated Groups desiring to solicit funds must first receive written approval from the University Conference and Facilities Use Manager.*” If the buyer is associated with an Affiliated Group, Section III (A) (3) further states that: “*A member of the Affiliated Group must be present at all times during any and all sales activities.*” Similarly, if the buyer is associated with a Non-Affiliated Group, Section III (B) (4) requires that “*[a] member of the Sponsoring Affiliated Group must be present during sales activities by the Sponsored Non-Affiliated Group at all times.*” Any sales activities must be approved by Conferences, Reservations and Event Services.

5. **QUESTION:** How do faculty members respond to email solicitations that violate the CAN SPAM Act (emails that are sent to University employees, which advertise the solicitors’ book-buying services on campus without the inclusion of an opt-out provision)?

ANSWER: The federal CAN SPAM Act requires that any such solicitation emails include opt-out provisions. If these emails **do not** provide an opt-out provision, please forward the emails to the Office of Legal Affairs, so that we may respond appropriately.