

**FRANCIS MARION UNIVERSITY**  
**Human Resources Office**

**SUBJECT:** Policy for Bookbuyers on Campus

Revised: 10/19/04

**POLICY Contact:** Human Resources Office

## **POLICY FOR BOOKBUYERS ON CAMPUS**

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH, CREATE ANY CONTRACT OF EMPLOYMENT.**

Several colleges and universities along the east coast have experienced instances when persons posing as book buyers burglarized certain offices and removed personal property from the occupants of those offices. We want to minimize the opportunities for unscrupulous individuals to take personal property or property belonging to Francis Marion University. In order to formalize the process and ensure that all potential book buyers are treated equally the following policy was developed.

All persons interested in purchasing books from any faculty or staff members on campus must report to the Vice President for Administration.

1. The book buyer must provide the following information during the check in process:
  - a. Name
  - b. Local Address
  - c. Company/companies represented
  - d. Vehicle Description (make, model, license number)
  - e. Business card (if available)
2. The information in 1a – d will be recorded by the Vice President for Administration Staff on a log that they will maintain. Once the page is completed, it will be forwarded to Public Safety to be retained for 1 year. The Vice President for Administration will issue a Temporary Identification Card to the book buyer. The card will contain:
  - a. The name and company of the book buyer
  - b. The date/dates during which the book buyer is authorized to be on campus
3. The book buyer will be instructed that he/she must return and check out through the Vice President for Administration at the conclusion of their business. He/She will relinquish the Temporary Identification Card at that time.

4. The Vice President for Administration will send out an E-mail to faculty and staff informing them that the book buyer is on campus. Public Safety will be provided the vehicle information to preclude inadvertent traffic citations (for example: a citation for "Failure to Register")
5. Anytime a faculty or staff member encounters someone who is not authorized, who cannot produce the Temporary Identification Card listed above or who appears "out of place" Public Safety must be notified.
  - a. Once contacted Public Safety will dispatch an officer to determine who the person is and whom he/she represents.
  - b. Public Safety will complete a Filed Interview Card on the individual and, if the person purports to be a book buyer, explain the procedures to be followed to obtain permission to conduct business on campus.
  - c. Should this person be encountered at a later date and after confirmation that he/she was explained the policy through the Field Interview Database, that person will be issued a Trespass Warning by Public Safety. The individual will be informed that should he/she be found on campus in the future that he/she will be subject to arrest for violation of South Carolina Code of Laws, §16-11-620. Entering after warning or refusing to leave on request, commonly referred to as Trespass After Notice.
  - d. The Trespass Warning will remain in effect for one year from the issue date.