

## Potter Law Club Bookstore Policies

### **Book Scholarships:**

- Scholarships can only be used at the beginning of the year and can only be used for the assigned student.

### **Book Returns:**

- There will be no returns after the designated return date. The designated return date will be emailed out to students and posted on the bookstore whiteboards at the start of each semester. This date is non-negotiable.
- Used clickers may only be returned in the spring of the student's 3L year for \$10 cash.
- Books written in or removed from their wrapping (if applicable) cannot be returned for any money.
- Select books will not be returnable. The PLC Bookstore will notify students of this at check out or via email when ordering.
- PLC reserves the right to deny returns for any unreasonably damaged books.
- If a course is cancelled due to lack of enrollment or other reasons, the PLC Bookstore will accept returns of unused books, even if after the official return date.

### **Book Orders:**

- The bookstore will accept late orders throughout the year, but these orders will not receive the class discount.
- All orders need to be made by emailing [plcbooks@uwyo.edu](mailto:plcbooks@uwyo.edu). Orders given orally, via text to the managers, via managers' personal email account, or via Facebook will not be accepted.
- Orders will be taken from non-students and alumni for no discount.

### **Discount Program:**

- Discount program is only available if you order on time. The due date for orders will be sent out to students via email and will roughly be a month and a half prior to the start of each semester.
- The Discount program (15% off for 3Ls) and (10% off for 2Ls) will include transfer students and returning students.
- PLC Board members and 1Ls will not receive discounts.

### **Payments:**

- Credit card payments over \$100 will have a \$3 charge.
- Cash is not accepted in the bookstore.
- Checks must be made out to PLC Bookstore.
- Checks must be able to be deposited by the final check deposit date.
- There will be **three** check deposit dates each semester designated on the PLC Bookstore whiteboard.
- IOUs must be paid by the designated IOU due date. Students who do not pay by this date will be referred to Assistant Dean Hoyt and will have holds placed on their accounts.
- IOUs must be paid in order to receive a diploma.

- Students who write bounced checks will also be referred to Assistant Dean Hoyt along with students who have missed IOU payment dates.

**Miscellaneous:**

- Required books for each semester will be posted on the [Wyoming College of Law Scheduling Page](#).
- All official communications about books must go through [plcbooks@uwyo.edu](mailto:plcbooks@uwyo.edu).
- Prices are subject to change due to changes in publisher prices and will be updated on the [Book Prices Page online](#).
- PLC Bookstore profit will go directly to manager salaries and PLC for use in events, speakers, etc.
- A confirmation email will be sent to the student, please keep this email.
- Policies are subject to change. Students will be notified of changes on the [PLC bookstore website](#).
- The PLC Bookstore will not hold hours during regular school breaks, weekends, or summer. The PLC Bookstore will notify students of open hours via email, whiteboard, and social media. The bookstore managers are not obligated to make special hours for pickups/returns/payment outside of these hours.
- The bookstore will employ two managers given a stipend each semester. Number of staff, hiring, and staff payment is subject to change by approval of Assistant Dean Hoyt.