

**MSU Extension Bookstore
General Terms of Agreement as of March 1, 2016**

1. Pricing for publications/products starts at a minimum of \$1. The exceptions are items funded by restrictive grants that stipulate that the items are available for free for work-team programming. These include SNAP-Ed & FNEP items. Other exceptions are MSU Extension (MSUE) promotional items such as brochures, etc.
2. Free PDFs are available only at the MSUE website. PDFs with a price tag will continue to be available at the MSU Extension Bookstore. Downloads at the bookstore are limited to one download per customer per order.
3. Authors work with ANR Communications to establish publication/product prices on items at the bookstore.
4. The author provides an account number where proceeds from sales of items are sent. A work team, department or center account must be used. Personal operating accounts are prohibited.
5. ANR Communications works with the author to procure a product image and provide a clear, brief description of the publication/product for the bookstore.
6. The following revenue distribution percentages will be used for new or restocked items at the bookstore starting March 1, 2016. *Note: Revenue distribution for current in-stock inventory stocked prior to March 1 will stay in place until current inventory is depleted. Once this stock is reordered, the new policy below kicks in.*
 - 40% to MSUE Education Materials account for bookstore product fulfillment, storage, handling, marketing, etc.
 - 20% to institutes or departments
 - 40% to work teams or centers
7. The Materials Education Fund (MEF), which funded some MSUE publications, will no longer be available to fund publications as of March 1, 2016. The MEF was funding from the director's office allocated to fund publications for some Extension work.
 - As of March 1, funds available in the MEF account will be distributed to institute directors (IDs) on the basis of total percentage of sale generated per institute at the bookstore. IDs will work with work team leaders to determine the best use of these funds to develop publications/products.
 - Some funds will be retained within the MEF to fund incidentals from the bookstore.
8. A 25% price discount is given to all MSUE educators for publication/products at the bookstore. All other volume discounts are discontinued for all clients of the bookstore effective March 1, 2016.

9. Authors who elect to go outside this bookstore's terms of agreement incur an additional 25% fulfillment cost. This cost is for additional work that will be incurred by the MSUE business office. Additional cost is pulled from the percentage of revenue funds going to the work team.