



Sept. 15, 2026

My Bookstore's Policy Manual!

Store Hours:

Store Phone Number:

Owner/Mgr Name & Number:

Mission Statement (bullet version)

•

•

•

Additional Notes

California Laws:

- Discrimination
- Sexual Harassment
-
-

City/County Laws:

-
-
-

[Bookstore] Policies

- Return policy
- Food/drinks policy
- Dog policy
-

Employee expectations

- How early/late can people clock in?
- Dress code?
-

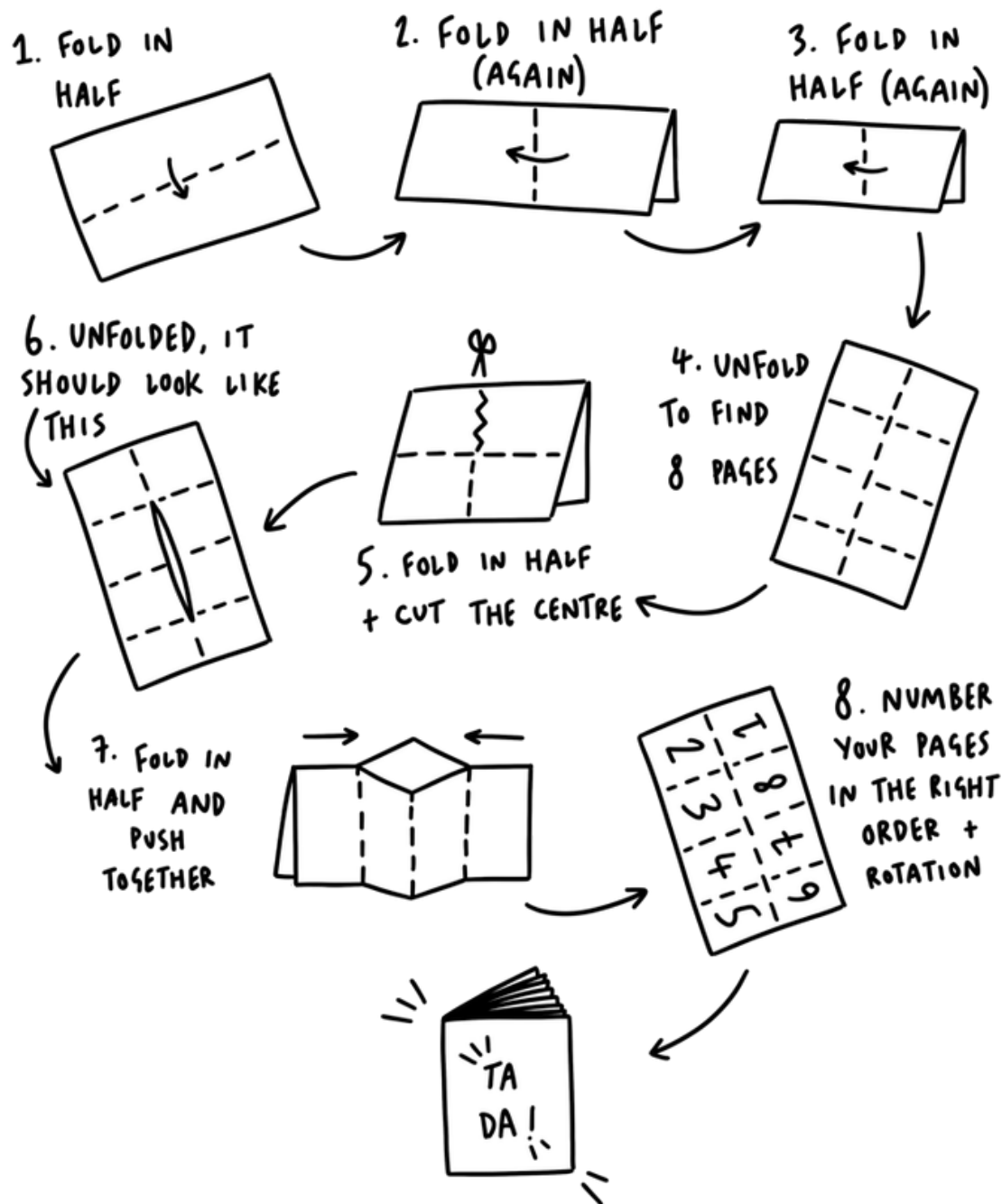
[Bookstore] Bookselling Glossary

- Backlist
- Frontlist
- Galley/ARC
-
-
-
-
-
-
-
-
-
-
-
-

How to be a [Bookstore] Employee

- How do you call in sick?
- How do you take time off?
- How do you communicate with owners/management?
- What are the employee perks (ex. discounts)?

HOW TO MAKE A ZINE



mini zine template

Graphic from <https://www.42ndstreet.org.uk/support/read/how-to-make-your-own-zine/>

2

3

4

5

1

8

7

6