

My Bookstore's Policy Manual!

Sept. 15, 2026

Store Hours:

Store Phone Number:

Owner/Mgr Name & Number:

Mission Statement (bullet version)

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Employee expectations

- How early/late can people clock in?
- Dress code?
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[Bookstore] Bookselling Glossary

- Backlist
- Frontlist
- Galley/ARC
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California Laws:

- Discrimination
- Sexual Harassment
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City/County Laws:

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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)?

[Bookstore] Policies

- Return policy
- Food/drinks policy
- Dog policy
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