

Exhibit J



TOGETHER WE DRIVE STUDENT SUCCESS

TOPICS FOR NEGOTIATION



BARNES & NOBLE
COLLEGE



SEALED REQUEST FOR PROPOSAL

RFP 18-797: Topics for Negotiation

August 28, 2018

SUBMITTED TO

Angie Lilly
VCA Contract Officer
University of Mary Washington
Procurement Services
Eagle Village Executive Offices, Suite 480
1125 Jefferson David, Hwy.
Fredericksburg, VA 22401
540.654.1057
alilly2@umw.edu

SUBMITTED BY

Paula Eardley
Vice President, Campus Relations
Barnes & Noble College
19318 Cypress Hill Way
Gaithersburg, MD
917.838.7075
peardley@bncollege.com

1. Does Barnes & Noble offer an option that supports independent stores with marketing, software and hardware? For example, a scaled back proposal that provides support for in-store and e-commerce operations, including necessary software upgrades, overall technical support and a plan for lowering costs to students, as well as capital contributions for purposes of refreshing the physical space (in keeping with original RFP goals)? If so, please provide a proposal that reflects this.

Barnes & Noble College does not offer this option. However, our sister company, within Barnes & Noble Education, Missouri Book Systems (MBS) does offer these services.

2. Proposals were submitted based on a 10-year contract; are proposals impacted by a 5 year plus potential for 5 annual renewals?

No.

Will Barnes and Noble commit to a 5-year contract with the option of 5, one-year renewals?

Yes.

If so, provide revised proposals.

There are no revisions.

3. What would be the marketing strategy to encourage business from the surrounding community into the UMW bookstore?

We encourage our local teams to actively engage and interact with the local community. As an integral part of both the University of Mary Washington and greater Fredericksburg communities, we would approach outreach in a manner of ways to build awareness about our products and services:

- Connect with local authors. We excel at building excitement and interest in author appearances, from all genres and from any publisher - large or small. We will seek to build a balance of robust in-store appearances with “around town” events to engage members of the community who might not venture onto campus. As an example, the Howard University Bookstore serves as the host Bookstore for the Congressional Black Caucus in Washington, DC, the Tidewater Community College Bookstore organized and served as the presenting sponsor of a local author book festival for many years in Norfolk, VA, our team at VCU built a relationship with the Richmond Forum and now serves as the Bookstore for all of

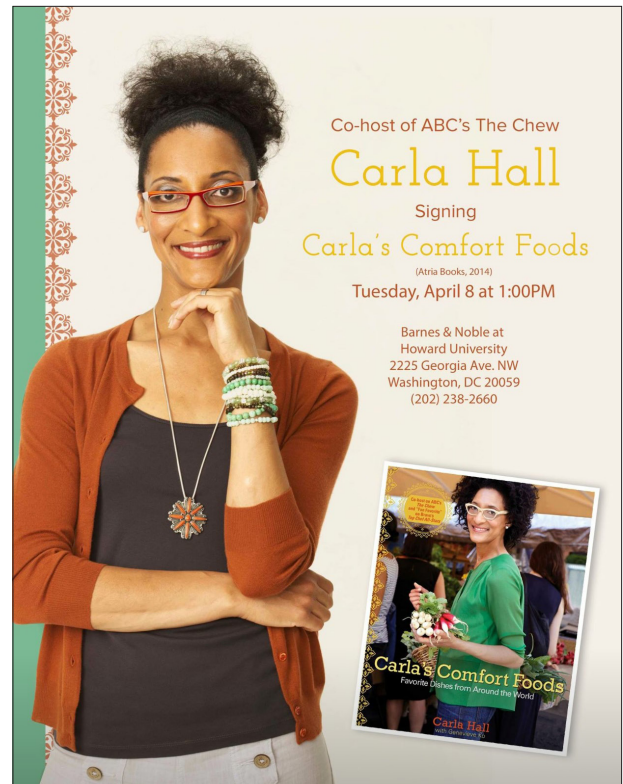
their Lecture Series events, and the George Mason University Bookstore is the partner Bookstore to the Annual Fall for the Book Festival.

- Support local causes. Our teams love to give back and we encourage them to support activities like local food drives and charities that collect toys and necessities for children and families during the Holidays. We will partner with a local shelter or organization and student organizations that collect clothing for those in need on a coat drive, rewarding each donation of a coat or winter accessory with a generous discount on a new item purchased in the Bookstore. In recent years, the Longwood University Bookstore has provided donations to the local food bank in Farmville, VA, the Radford University Bookstore annually sponsors an Angel Tree for the New River Valley Salvation Army and the Liberty University team collects donations through the sale of a lapel pins benefiting the Godparent Home in Lynchburg, VA.

- Partner with the local Chamber of Commerce and Visitor's Center to advertise the UMW Campus Store and participate in local festivals and events. We have found this to be a successful way to expand our reach beyond the campus community. Examples include The Heart of Virginia Festival in Farmville where our Longwood University team has participated as a vendor and sponsor for over ten years. As an active member of the Farmville Downtown Partnership, we proudly support the High Bridge Half Marathon and 5K and Players on the Plaza, our team uses our spirit

trailer to promote Radford University and support the Highlander Festival in Radford's Bisset Park. In the Hampton Roads area, our team of Booksellers at Tidewater Community College frequently supports local activities including Harborfest and Dickens' Christmas Towne at Nauticus.

Ultimately, our local teams are given the latitude to identify opportunities that resonate with their communities and have the flexibility to think out of the box to build awareness, excitement, and traffic around their stores.



Following are examples of Campus Store websites reflecting activities and events:

HELP TOPICS

- RENTAL FAGS
- TEXTBOOK RENTALS
- SELL BACK TEXTBOOKS
- DIGITAL CONTENT
- PAYMENT & DELIVERY
- RETURNS & REFUNDS
- PRIVACY & SECURITY
- TERMS OF USE
- STORE EVENTS

STORE INFO

Your store manager is
ALEXANDER BAMFO

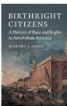
Howard University
Bookstore 2225 Georgia
Ave. NW, B&N #102
Washington, DC 20059

[SEND US AN EMAIL](#)

HOWARD UNIVERSITY


< SEPTEMBER >

TUE SEP 11
12:00pm-02:00pm
One Time Event
Location: Barnes & Noble
Howard



MARTHA JONES
Discussion / Q&A / Signing of her book titled Birthright Citizens: A History of Race and Rights in Antebellum America.

THU SEP 20
05:30pm-06:30pm
One Time Event
Location: bookstore




DISCUSSION & SIGNING - HORACE & HARRIS - CANCELED
Please join us as we welcome law enforcement journalist, Matthew Horace and Howard professor, Ron Harris. They will be discussing accounts of racism, crimes and color lines that permeate America's law enforcement and signing copies of their book, THE BLACK AND THE BLUE.

THU SEP 20
02:00pm-04:00am
One Time Event
Location: Barnes & Noble @
Howard University
Bookstore

KENN BO COBB
Cooking With Bo: Unique & Delicious, Plant Based Meals (Book) by Kenn Bo Cobb

SET YOUR STUDENT UP WITH
**A YEAR FULL OF
CARE PACKAGES**



SHOP NOW >

Tidewater Community College Bookstore

Like Follow Share

Shop Now

Upcoming Events [Share Events](#)

Tidewater Community College Bookstore does not have any upcoming events.

Past Events

APR 19	Spring Grad Fair 2018 Thu 11 AM - Charlotte Rush went	TCC Virginia Beach Virginia Beach, VA
OCT 31	College Con Tue 11 AM - Donna Canup went	Barnes & Noble at TCC VA B...
OCT 16	Pumpkin Painting Oct 16, 2017 - Oct 30, 2017 - Hosted by Tidewater Com...	Barnes & Noble at TCC VA B...
AUG 8	Fall FINANCIAL AID Aug 8, 2016 - Aug 22, 2016 - 1 guest	
JUL 31	Harry Potter Birthday Party Sun 2 PM - 13 guests	Tidewater Community Colleg... Norfolk, VA
APR 2	R.S. Bleacher Signing Sat 2 PM - 1 guest	Barnes & Noble at MacArthu... Norfolk, VA
DEC 21	Spring Financial Aid Begins Dec 21, 2015 - Jan 27, 2016 - 2 guests	Tidewater Community Colleg... Norfolk, VA

YOUR PAGES

- Barnes & Noble @ VCU
- CHICKUNZ

CONTACTS

- Sophia Wood
- Rayna Rone
- Nate Davidson
- Alex McDougall
- Becky Uber McDonald
- Deanna Venerucci-Gl...
- Maurine Harrison
- Danielle Kurzweil
- Sean O'Connell
- Cassandra Renee W...
- Patrick Wood
- Heidi Materni

GROUP CONVERSATIONS

Create New Group

Search

4. A contract administrator will review detailed operating and associated reports monthly with store manager or company representative. Can B&N confirm that such reports will be available for monthly review?

Yes, please see the attached examples of monthly and annual reports UMW will receive: Monthly Commission Statement (Exhibit A); 770 Student Survey Reports from other State of Virginia Universities (Exhibit B); and a Year in Review Report from William & Mary (Exhibit C).

5. Is B&N able to address removing the re-negotiation clause and/or associated risk to UMW.

Provided all conditions remain the same for the duration of the contract that were in place at the time of the RFP being issued, without any additional direct to publisher disintermediation, Barnes & Noble College is amenable to removing this clause.

6. B&N states criminal background checks will be performed the way they are done at other Virginia institutions. Please detail this process.

Please see Exhibit D for Virginia Commonwealth University, The College of William & Mary and Radford University Background Check Policy for Bookstore Employees.

Barnes & Noble College will conduct background checks on all full-time and non-temporary part-time new hires and rehires after an offer has been extended, and before work begins. The check for full-time and non-temporary part-time positions will include:

- Enhanced Nationwide Criminal Search
- DOJ Sex Offender Search
- Social Security Number Search
- County Criminal Search for all identified counties.

- The check for seasonal positions will include:
- Enhanced Nationwide Criminal Search

Convictions discovered in the background check will be reviewed by Loss Prevention and/or Human Resources. Consideration must be given to the relationship to the job, how long ago the conviction occurred, the potential risk posed to employees, customers, campus and Company, and any other circumstances deemed relevant to the final determination of whether to employ or retain the employee. Conviction information is maintained as confidential and is not revealed to the hiring site. If a conviction is found to be relevant to the role and the decision is made not to proceed, the Adverse Action Process is commenced, in accordance with the Fair Credit Reporting Act.

7. Except the background check addressed above and the IT Hosted Technology form previously discussed with UMW IT, please confirm that the company takes no exceptions to the General, Special and Hosted Tech Agreement.

Barnes & Noble College acknowledges.

Exhibit A - Sample Commissions Reporting



XYZ College Commission Statement July 2017 - June 2018

Monthly Gross Sales Summary

<u>Month</u>	<u>Amount</u>
July-17	\$25,293.88
August-17	\$1,078,475.75
September-17	\$189,720.26
October-17	\$52,455.70
November-17	\$25,103.59
December-17	\$48,743.05
January-18	\$892,917.90
February-18	\$207,195.75
March-18	\$64,117.52
April-18	\$37,858.43
May-18	\$141,386.77
June-18	\$148,620.23
Total Gross Sales	\$2,911,888.83

Commission Summary

<u>Breakpoint</u>	<u>%</u>	<u>Gross Sales</u>	<u>Commission</u>
\$0.00	10.00%	\$2,911,888.83	\$291,188.88
\$3,000,000.00	11.00%	\$0.00	\$0.00
Total		\$2,911,888.83	\$291,188.88

Less Previously Paid:	(258,402.34)
Balance Due:	\$32,786.54

Please direct all inquiries to:
Jill Rager, Senior Contract Administrator
jrager@bncollege.com
908-991-2641

Tuesday, July 22, 2018



XYZ College
Summary of Gross Sales by Merchandise Category
July 2017 - June 2018

	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	TOTALS
Digital Textbooks	262	3,691	2,540	169	11	252	4,753	2,531	178	0	945	630	15,963
New Textbooks	7,695	647,141	97,690	18,562	6,071	5,412	427,702	99,578	14,875	7,767	43,163	62,453	1,438,110
Textbook Rentals	2,763	221,082	30,509	5,474	1,245	1,087	197,154	40,350	8,408	1,779	24,183	34,577	588,612
Trade Books	283	1,270	1,042	476	497	510	1,750	936	1,204	207	268	549	8,991
Used Textbooks	5,861	141,295	14,165	5,064	1,226	33,822	193,094	18,780	5,435	1,952	56,153	31,833	508,680
TOTAL BOOK MERCHANDISE	16,864	1,014,480	145,946	29,746	9,050	41,083	824,453	162,175	30,100	11,704	124,713	130,042	2,540,356
Cafe & Convenience	4,839	6,910	16,849	10,581	9,394	4,368	6,643	12,946	11,268	11,737	4,866	6,004	106,405
Computer Products	896	16,558	8,001	1,994	1,545	726	21,959	9,780	2,462	2,430	3,717	3,180	73,249
Emblematic Clothing & Gifts	878	7,724	4,711	2,131	1,527	2,013	7,263	3,736	2,507	1,757	2,651	1,946	38,843
Other	313	8,727	4,155	872	871	407	6,701	2,771	3,503	4,376	3,096	1,162	36,954
School Supplies	2,074	31,928	14,665	4,334	3,900	1,410	29,735	18,578	15,404	5,368	4,684	8,663	140,743
TOTAL GENERAL MERCHANDISE	9,000	71,847	48,381	19,912	17,237	8,924	72,301	47,811	35,144	25,668	19,014	20,955	396,194
3rd Party Commissions	36	80	81	82	0	69	47	175	96	56	19	30	771
BNCB Marketing Commissions	869	0	0	3,792	0	0	2,626	0	0	1,354	0	0	8,641
Ring/Announcements Commissions	50	0	0	0	0	0	0	0	287	565	65	0	967
TOTAL OTHER REVENUE	954	80	81	3,875	0	69	2,674	175	382	1,976	84	30	10,380
Non-Commissionable Sales	(488)	(885)	(273)	(416)	(476)	(223)	(293)	(305)	(577)	(633)	(446)	(333)	(5,350)
Uncollected Sales	(1,036)	(7,045)	(4,414)	(660)	(707)	(1,110)	(6,217)	(2,661)	(932)	(856)	(1,979)	(2,074)	(29,691)
TOTAL ADJUSTMENTS	(1,524)	(7,930)	(4,688)	(1,076)	(1,183)	(1,333)	(6,510)	(2,966)	(1,509)	(1,490)	(2,425)	(2,407)	(35,041)
GROSS SALES:	25,294	1,078,476	189,720	52,456	25,104	48,743	892,918	207,196	64,118	37,858	141,387	148,620	2,911,889

Please direct all inquiries to:
 Jill Rager, Senior Contract Administrator
 jrager@bncollege.com
 908-991-2641

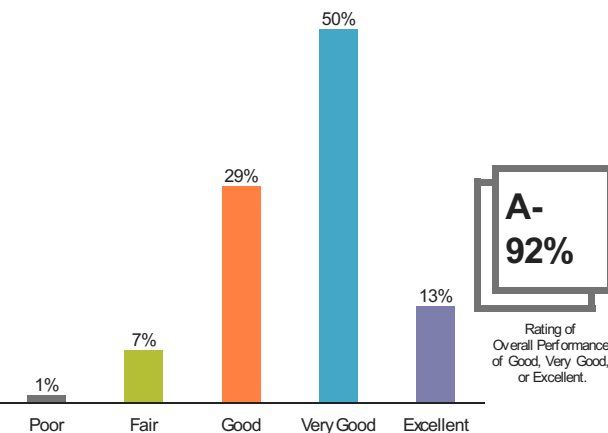
Tuesday, July 22, 2018

Exhibit B - Project 770 Reports

Listen. Learn. Act. Three small words, one invaluable commitment to everyone we serve at your school. Through our Barnes & Noble College Insights platform, we ensure that the experience we deliver for your students, faculty and entire campus is directly shaped by their voices. With these insights – like those shared below – as well as your continued partnership, we can collaborate to drive even greater success in the years to come.

YOUR BOOKSTORE

If you were to rate the bookstore on overall performance, what would your rating be?



Please indicate your agreement with each of the following statements.

The campus bookstore has a positive impact on my image of the school



My campus bookstore is more than just a place to get books and supplies



I consider my bookstore a part of my support system at college



I would feel comfortable spending down-time in the bookstore



If I would approach my bookstore with a problem, they would be ready and willing to help



I feel like I have access to the bookstore whenever and wherever I need it



My bookstore wants to see me succeed



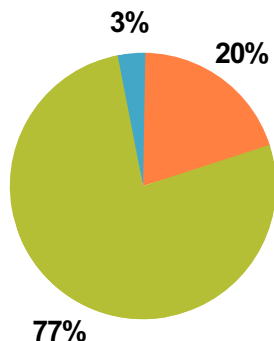
Strongly Disagree Somewhat Disagree Neither Agree nor Disagree Somewhat Agree Strongly Agree

80%
Of students are satisfied with customer service at the bookstore

83%
Of students feel that it's important to have course materials available at the bookstore

EMPOWERING THE ACADEMIC EXPERIENCE

This term, did you have all of your course materials on your first day of class?

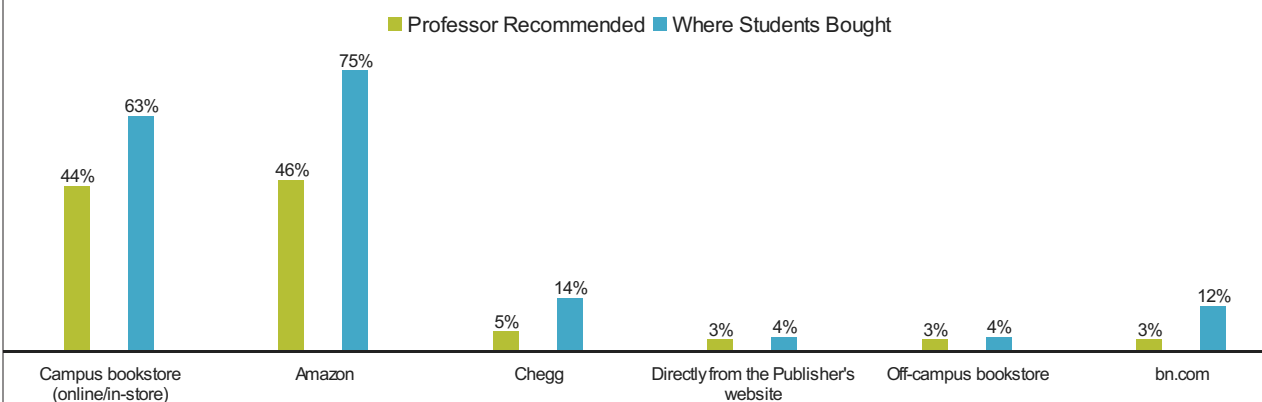


Yes No I'm not sure

For what reason(s) did you not have all of your course materials on the first day of class this term?

- 46%** I wanted to check with professor first if textbook is needed
- 35%** I wanted to gauge the class to see if I would keep it or drop it
- 29%** Professor didn't list materials in time
- 17%** I procrastinated / forgot
- 14%** I couldn't find the book / out of stock

Where do your professors generally recommend you purchase your course materials vs. where you actually purchased your course materials this term?



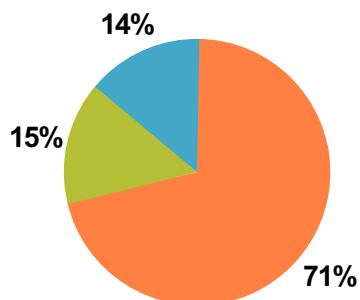
When shopping from the campus bookstore this term, did you purchase in-store or online?

53% In-store

23% Online

25% Both In-store and Online

All other things equal, which one of these course materials would you most prefer to use for a course?



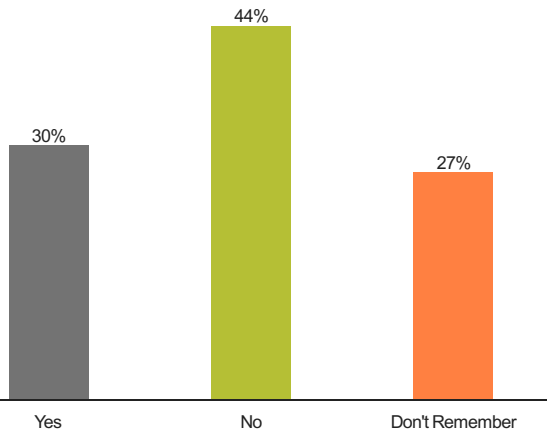
Printed Course Materials eTextbook Diverse Learning Tools

79%

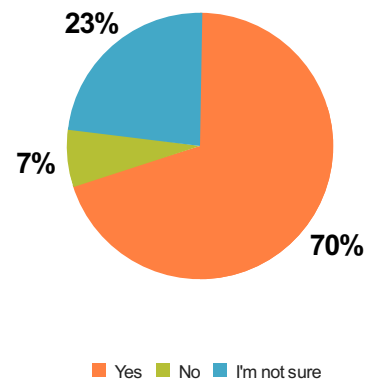
Have rented course materials from the bookstore at least once

DRIVING REVENUE

Did any of your professors mention that the campus bookstore offers price matching?



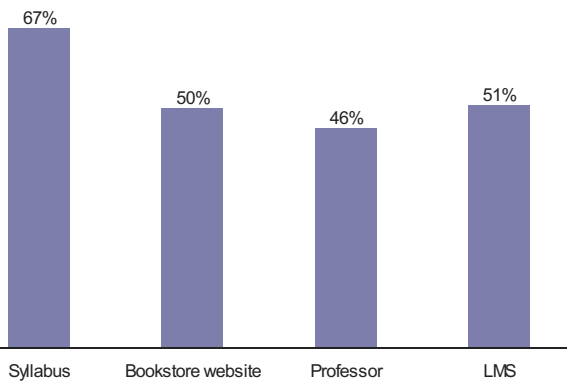
Does your campus bookstore match the prices of other course material providers (e.g. Amazon, bn.com)?



If your bookstore offered price matching, would you be more likely to purchase from the campus bookstore?

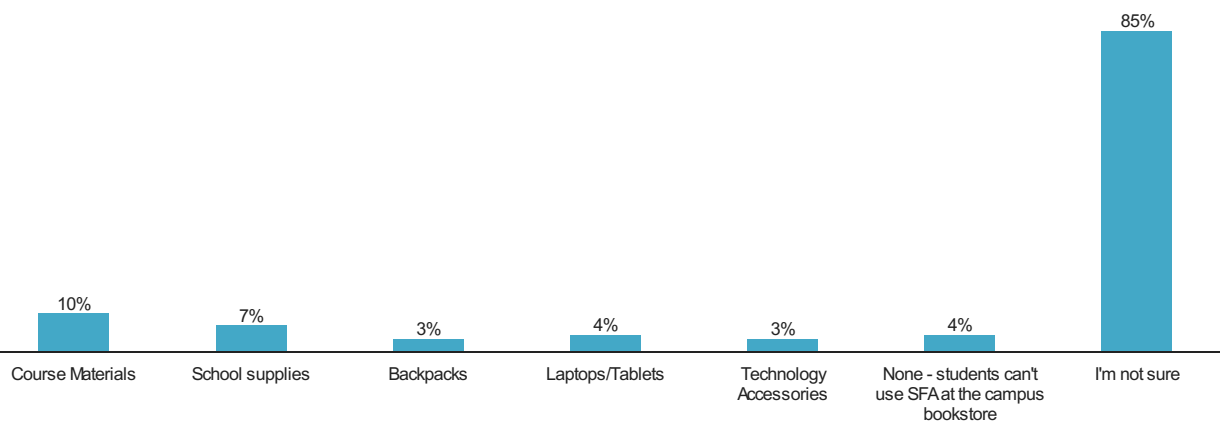
78% Yes

How did you find out about your required course materials this term/semester?



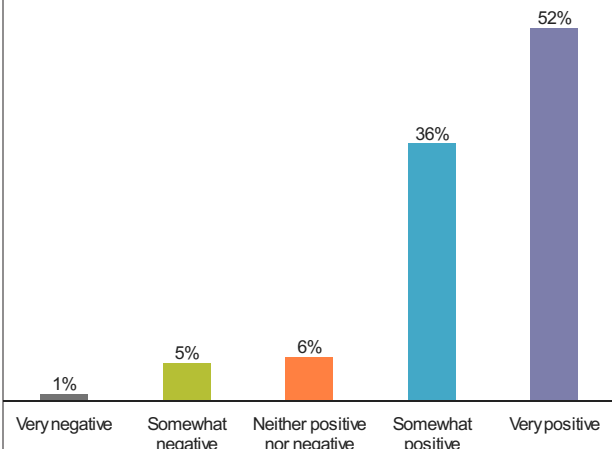
46%
would find it convenient to be able to purchase course materials from the bookstore through the LMS

Which of the following can you purchase from the campus bookstore using SFA (Student Financial Aid)?

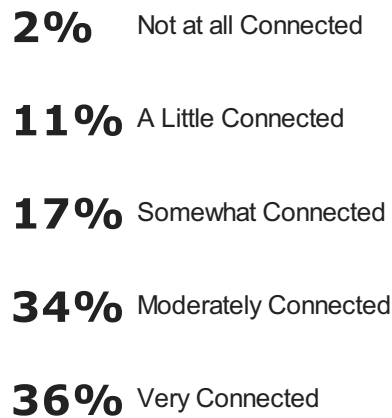


STUDENT RETENTION

Overall, how do you feel about your current situation at school?



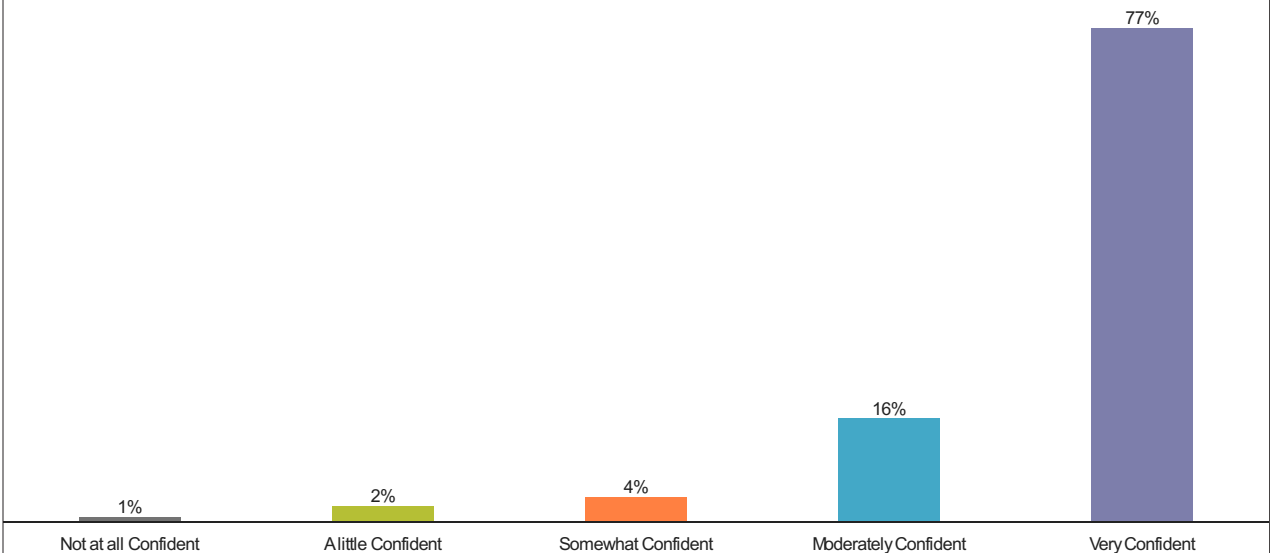
How connected do you feel to your school?



15% Of students are considered "At Risk"*

* Low sense of connection to school, low confidence of completing program, negative feelings about current situation at school.

At this point in time, how confident are you that you will complete the program you are currently enrolled in?



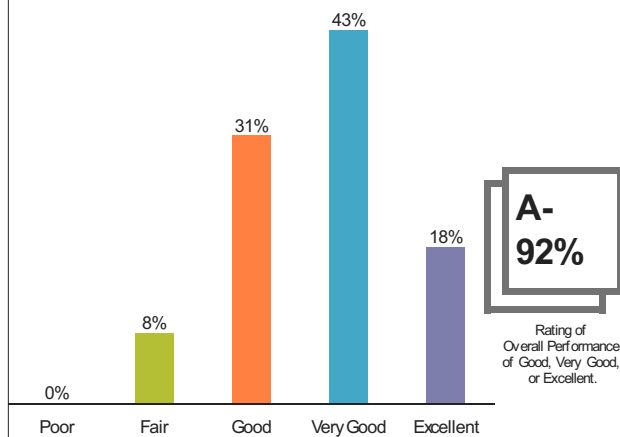
61% Of new students felt that the campus bookstore made their transition to campus life easier

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Listen. Learn. Act. Three small words, one invaluable commitment to everyone we serve at your school. Through our Barnes & Noble College Insights platform, we ensure that the experience we deliver for your students, faculty and entire campus is directly shaped by their voices. With these insights – like those shared below – as well as your continued partnership, we can collaborate to drive even greater success in the years to come.

YOUR BOOKSTORE

If you were to rate the bookstore on overall performance, what would your rating be?

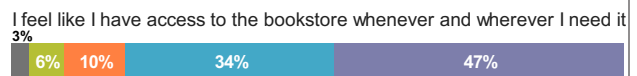
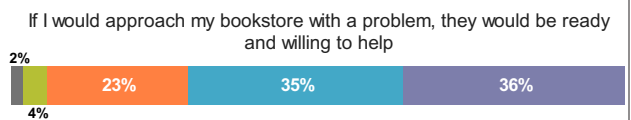
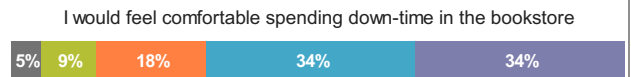
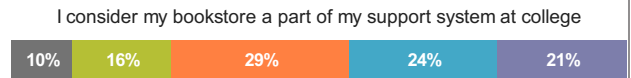
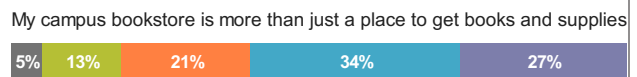
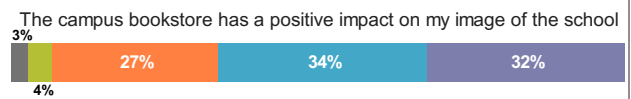


83%
Of students are satisfied with customer service at the bookstore

84%
Of students feel that it's important to have course materials available at the bookstore

N= 768 | Fielded: February 2018

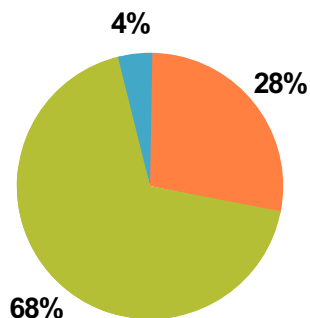
Please indicate your agreement with each of the following statements.



Strongly Disagree Somewhat Disagree Neither Agree nor Disagree Somewhat Agree Strongly Agree

EMPOWERING THE ACADEMIC EXPERIENCE

This term, did you have all of your course materials on your first day of class?



Yes No I'm not sure

For what reason(s) did you not have all of your course materials on the first day of class this term?

57% I wanted to check with professor first if textbook is needed

23% Professor didn't list materials in time

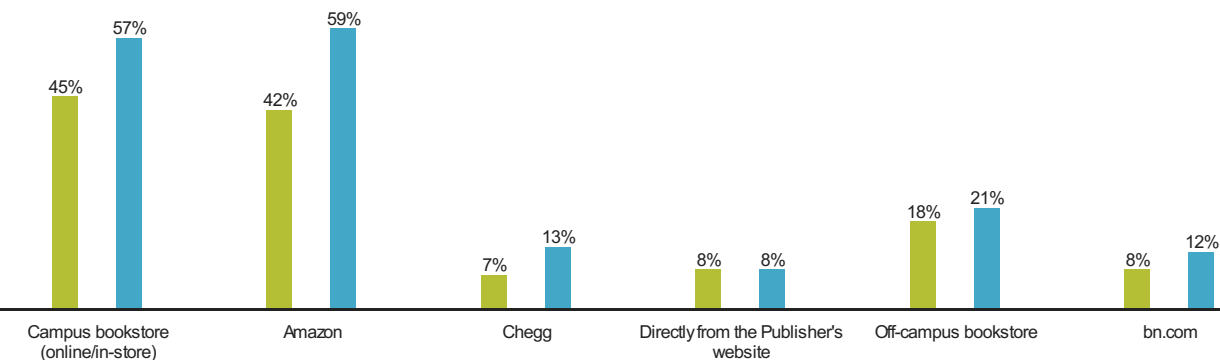
21% I wanted to gauge the class to see if I would keep it or drop it

18% I can't afford the cost of a new/used book

17% Professor doesn't use the textbook

Where do your professors generally recommend you purchase your course materials vs. where you actually purchased your course materials this term?

Professor Recommended Where Students Bought



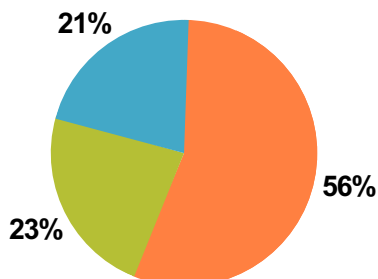
When shopping from the campus bookstore this term, did you purchase in-store or online?

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28% Online

24% Both In-store and Online

All other things equal, which one of these course materials would you most prefer to use for a course?



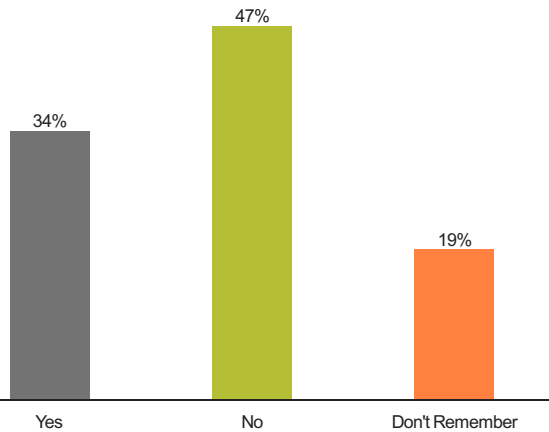
Printed Course Materials eTextbook Diverse Learning Tools

70%

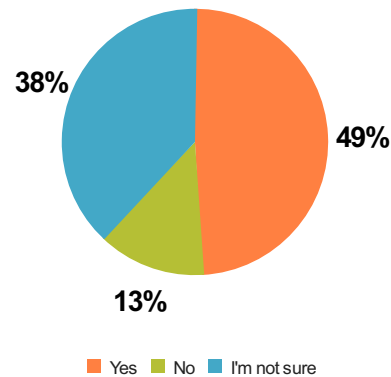
Have rented course materials from the bookstore at least once

DRIVING REVENUE

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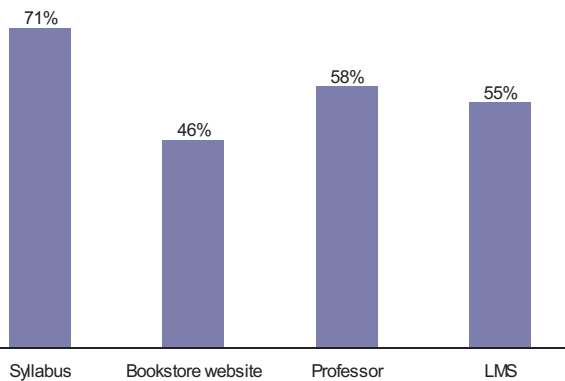
Does your campus bookstore match the prices of other course material providers (e.g. Amazon, bn.com)?



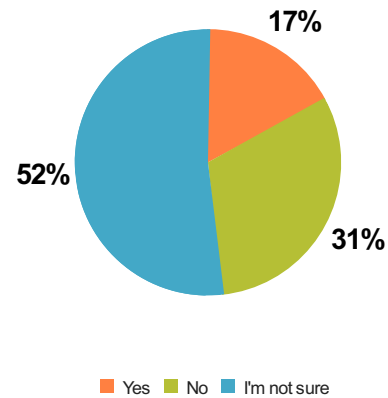
If your bookstore offered price matching, would you be more likely to purchase from the campus bookstore?

81% Yes

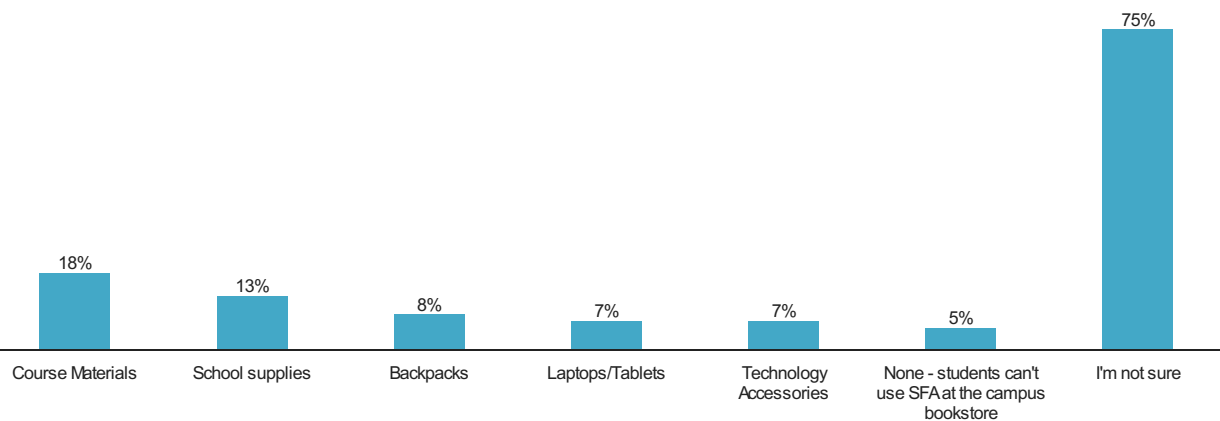
How did you find out about your required course materials this term/semester?



Are you able to purchase course materials from the bookstore through your LMS?

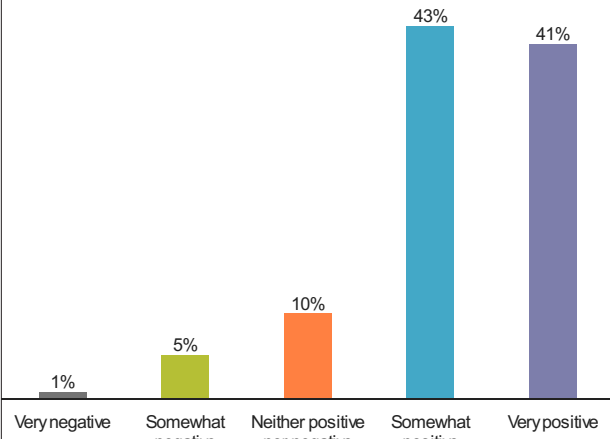


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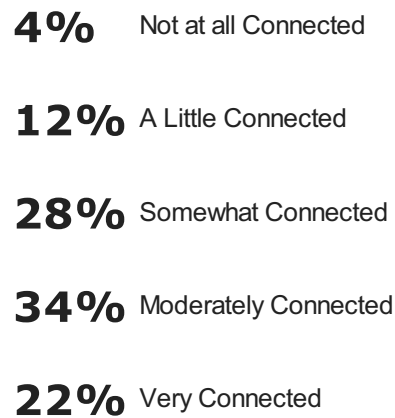


STUDENT RETENTION

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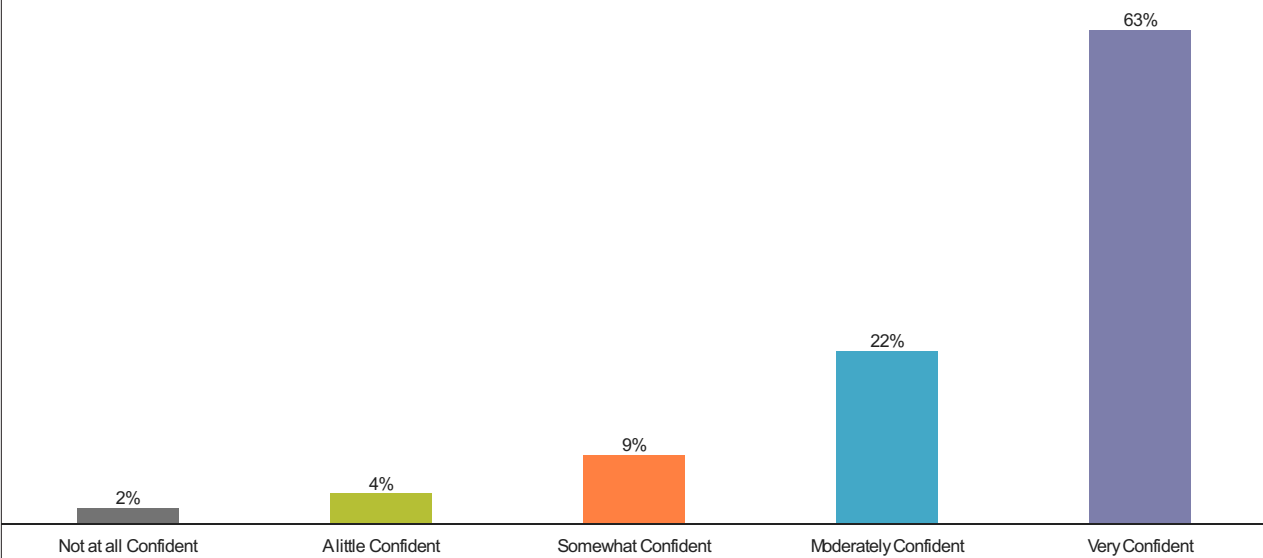
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* Low sense of connection to school, low confidence of completing program, negative feelings about current situation at school.

At this point in time, how confident are you that you will complete the program you are currently enrolled in?



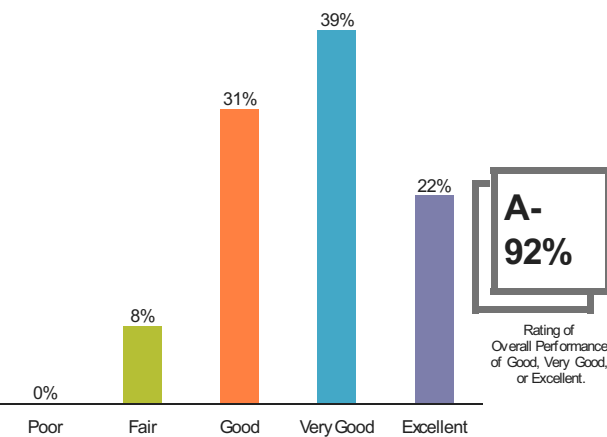
60% Of new students felt that the campus bookstore made their transition to campus life easier

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Listen. Learn. Act. Three small words, one invaluable commitment to everyone we serve at your school. Through our Barnes & Noble College Insights platform, we ensure that the experience we deliver for your students, faculty and entire campus is directly shaped by their voices. With these insights – like those shared below – as well as your continued partnership, we can collaborate to drive even greater success in the years to come.

YOUR BOOKSTORE

If you were to rate the bookstore on overall performance, what would your rating be?

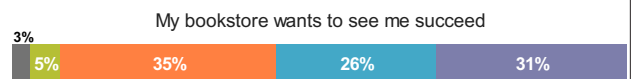
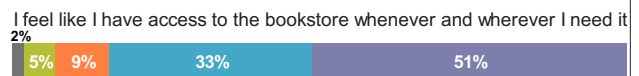
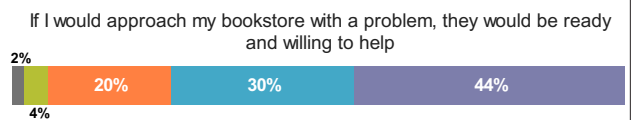
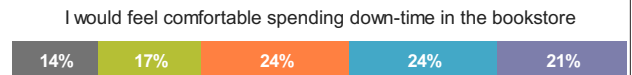
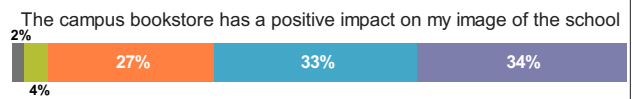


75%
Of students are satisfied with customer service at the bookstore

88%
Of students feel that it's important to have course materials available at the bookstore

N= 464 | Fielded: February 2018

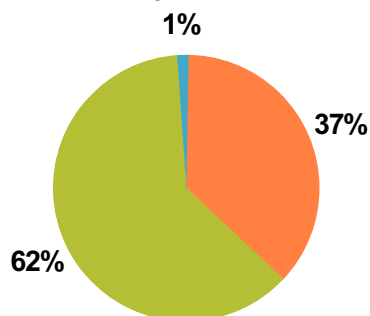
Please indicate your agreement with each of the following statements.



Strongly Disagree Somewhat Disagree Neither Agree nor Disagree Somewhat Agree Strongly Agree

EMPOWERING THE ACADEMIC EXPERIENCE

This term, did you have all of your course materials on your first day of class?



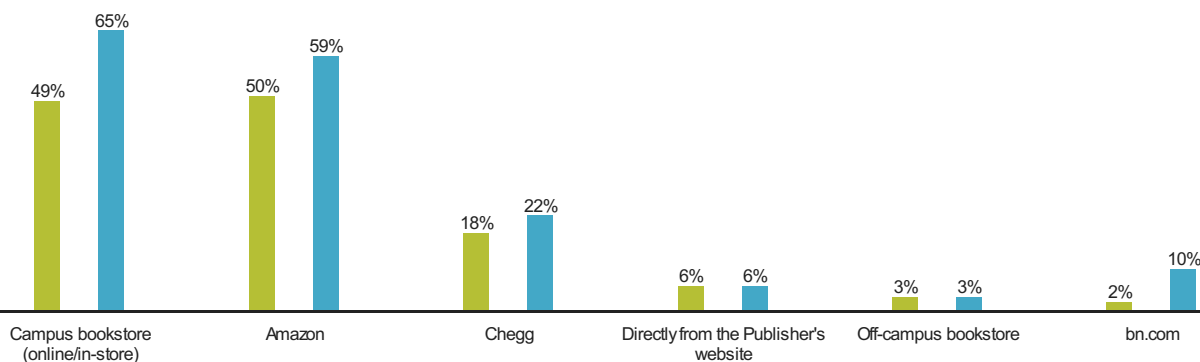
Yes No I'm not sure

For what reason(s) did you not have all of your course materials on the first day of class this term?

- 45%** I wanted to check with professor first if textbook is needed
- 22%** Professor didn't list materials in time
- 17%** I wanted to gauge the class to see if I would keep it or drop it
- 17%** Professor doesn't use the textbook
- 15%** I can't afford the cost of a new/used book

Where do your professors generally recommend you purchase your course materials vs. where you actually purchased your course materials this term?

Professor Recommended Where Students Bought



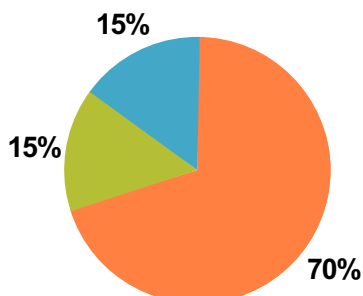
When shopping from the campus bookstore this term, did you purchase in-store or online?

32% In-store

42% Online

26% Both In-store and Online

All other things equal, which one of these course materials would you most prefer to use for a course?



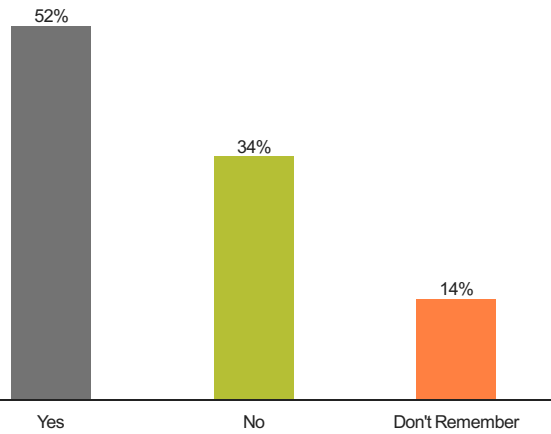
Printed Course Materials eTextbook Diverse Learning Tools

88%

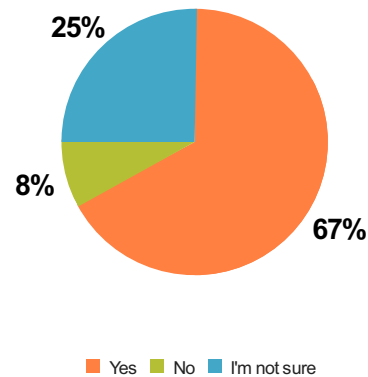
Have rented course materials from the bookstore at least once

DRIVING REVENUE

Did any of your professors mention that the campus bookstore offers price matching?



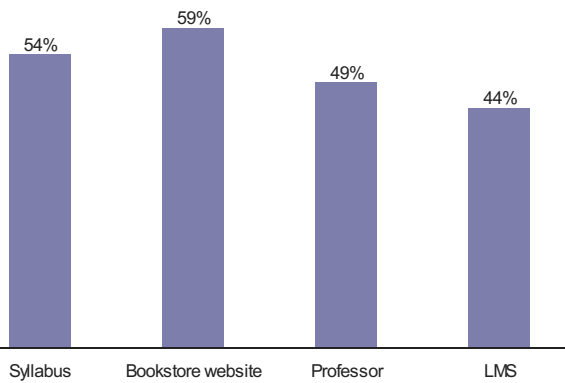
Does your campus bookstore match the prices of other course material providers (e.g. Amazon, bn.com)?



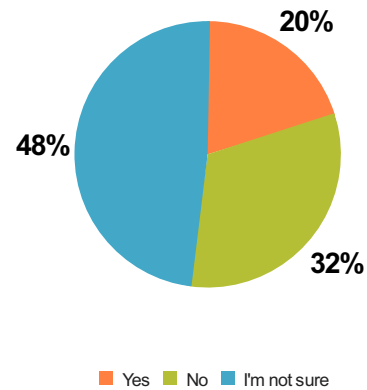
If your bookstore offered price matching, would you be more likely to purchase from the campus bookstore?

78% Yes

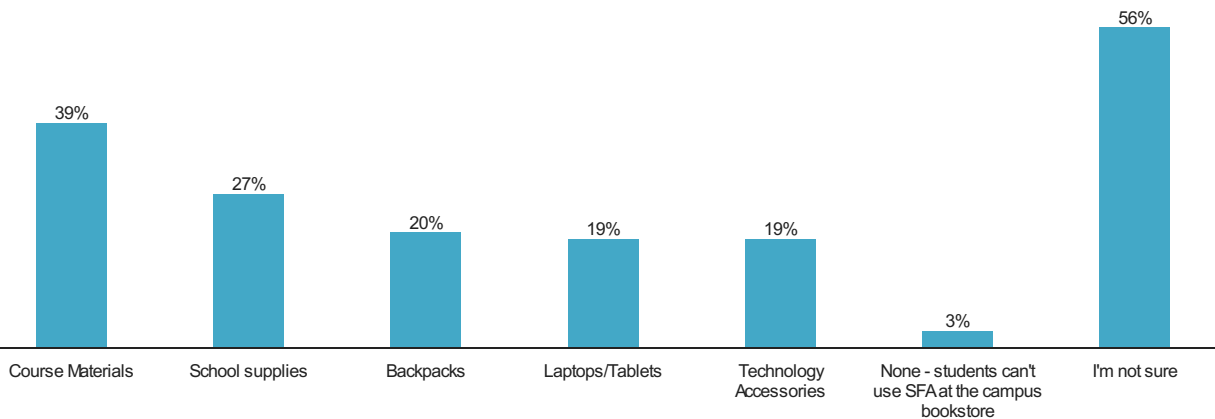
How did you find out about your required course materials this term/semester?



Are you able to purchase course materials from the bookstore through your LMS?

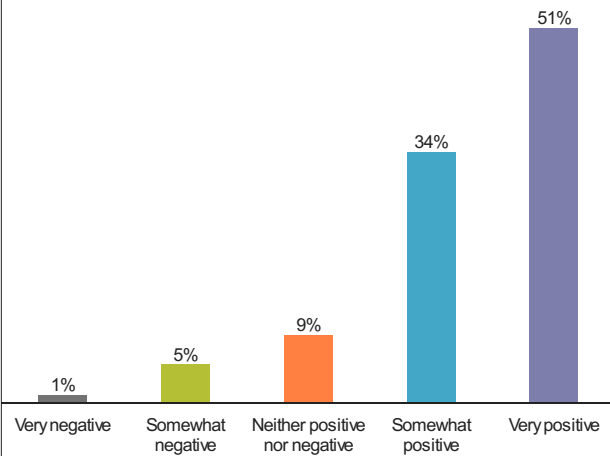


Which of the following can you purchase from the campus bookstore using SFA (Student Financial Aid)?

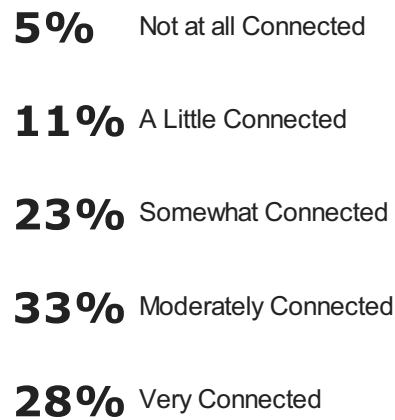


STUDENT RETENTION

Overall, how do you feel about your current situation at school?



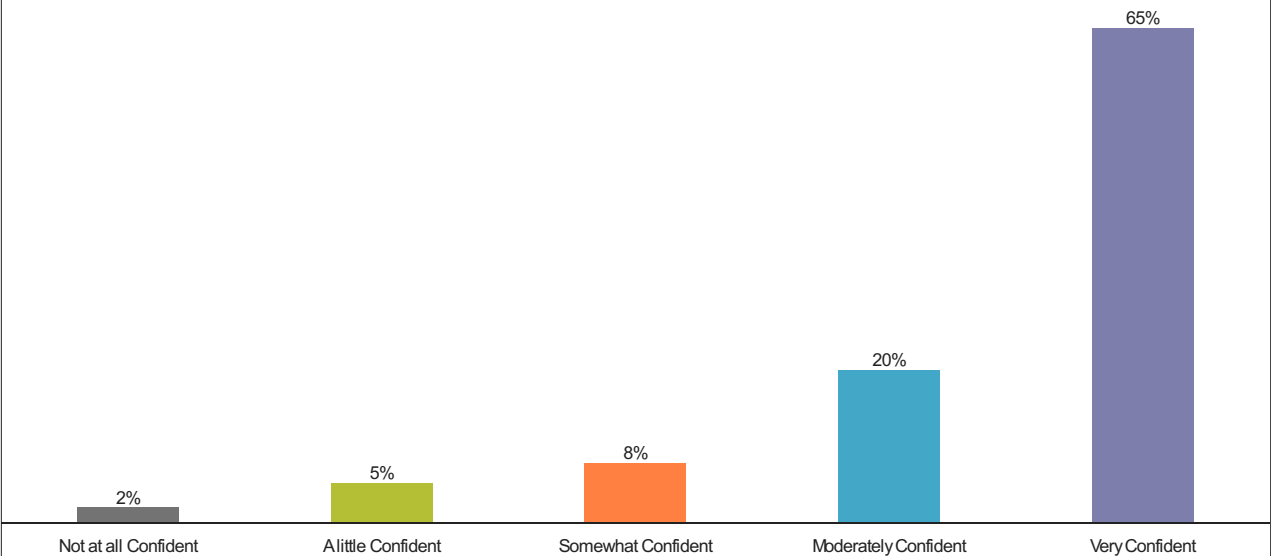
How connected do you feel to your school?



20% Of students are considered "At Risk"*

* Low sense of connection to school, low confidence of completing program, negative feelings about current situation at school.

At this point in time, how confident are you that you will complete the program you are currently enrolled in?



67% Of new students felt that the campus bookstore made their transition to campus life easier

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Exhibit C- Year In Review Reports

Year In Review - 2018



Barnes & Noble College is committed to bringing you an unmatched retail and digital learning experience.

Below are the results we achieved together during 2018.

Store:

477 William & Mary

	2018 - Fall	2018 - Spring
Rental Availability	86.4%	85.4%
Rental Penetration Rate	62.1%	68.7%
Digital Availability	27.8%	27.2%
Digital Penetration Rate	5.1%	3.7%

	2017		2018		% Change	
<u>Sales (in-store & online)</u>	\$	Units	\$	Units	\$	Units
New Textbooks	\$1,037,375	14,367	\$990,827	14,286	-4%	-1%
Used Textbooks	292,110	7,187	260,624	6,630	-11%	-8%
New Textbook Rentals	375,989	9,148	426,748	9,380	14%	3%
Used Textbook Rentals	307,992	12,588	299,332	12,319	-3%	-2%
Digital Textbooks	25,400	341	37,488	764	48%	124%
Total Textbooks	\$2,038,866	43,631	\$2,015,020	43,379	-1%	-1%
\$ Students Saved	\$716,263		\$728,496			
% Students Saved	26.0%		26.6%			
Trade Books	1,421,184		1,288,732		-9%	
General Merchandise	4,154,018		4,469,564		8%	
Convenience	193,957		194,848		0%	
Cafe	469,576		459,992		-2%	
Total Sales	\$7,614,069		\$7,773,315		2%	
<u>Online Sales (included in above figures)</u>						
Textbooks	\$725,483		\$762,878		5%	
General Merchandise	521,566		691,126		33%	
Online Sales	\$1,247,049		\$1,454,004		17%	

Year In Review - 2018

Store:

477 William & Mary

Textbook Unit Sales Mix

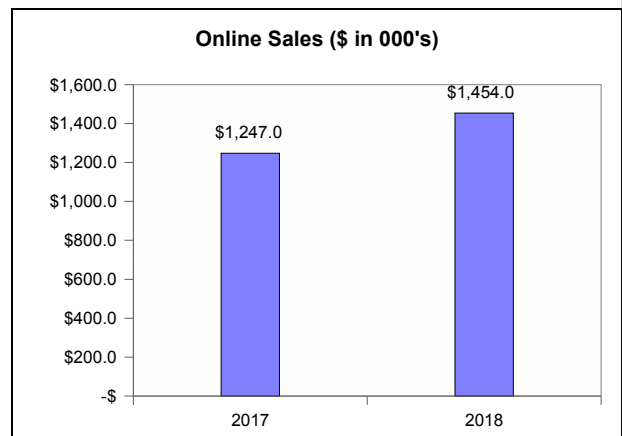
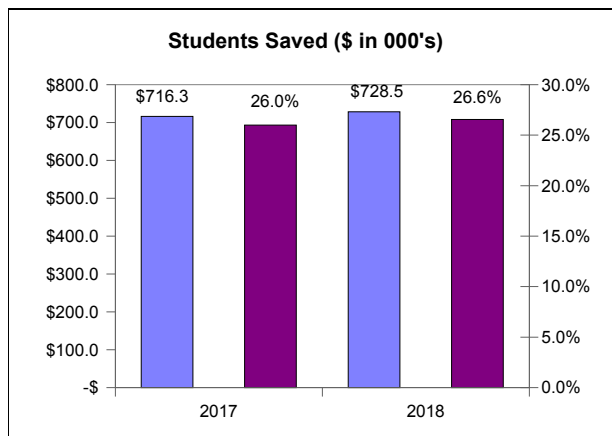
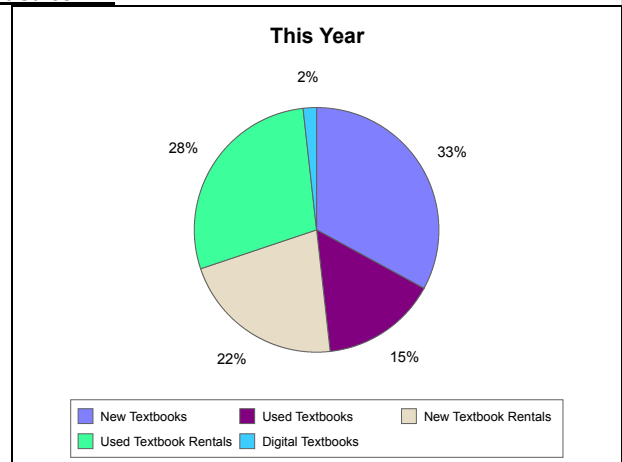
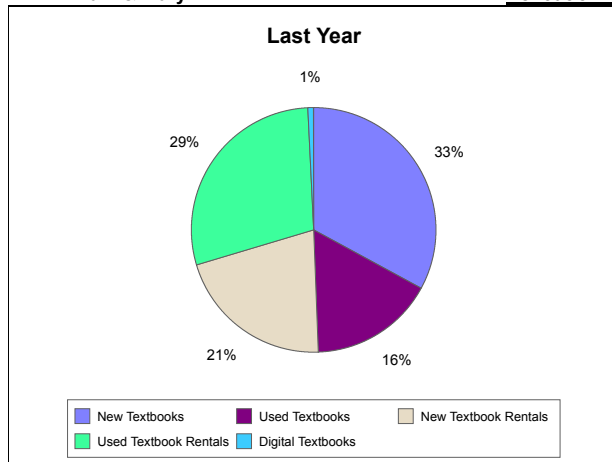


Exhibit D - Background Check

College of William & Mary:

4.13. Pre- and Post-employment Testing: No full-time Store employee shall start work in the Store or on the College's campus prior to an acceptable background check being returned to Operator from the National Crime Investigation Center (NCIS) or similarly stringent screening organization as approved by the College. All employees performing work under this Contract, including employees currently employed by Operator, must have an acceptable background check on file with Operator, with acceptable being defined as no convictions for felonies or crimes of moral turpitude. Operator should hire employees contingent upon receiving an acceptable background check. Operator shall be free to perform any other legally acceptable means of pre- or post-employment interviewing or screening, including drug testing and credit checks. All testing will be done at Operator's sole expense.

VCU

Policy Statement and Purpose

Virginia Commonwealth University (VCU) makes every effort to provide reasonable safeguards to protect the welfare and safety of its students, patients, employees and visitors and the university's institutional resources. As a part of these efforts, VCU Human Resources will provide for criminal conviction investigations to be performed on all new and rehired employees. Criminal conviction investigations also will be conducted in connection with certain transfers, promotions and other business needs as described within this policy. (Note: Based on the duties being performed, VCU also may request criminal conviction investigations for unpaid interns, volunteers and affiliates.)

The accuracy and completeness of the disclosure of prior law violations revealed or identified in the hiring/orientation process will be verified. Convictions disclosed or discovered in the hiring/orientation process may influence the final offer of employment only where such offenses are considered "job related." Convictions related to drugs, violence and/or sexual behavior are generally considered job related due to the nature of the VCU environment and the need to provide reasonable levels of protection for students, patients, employees, visitors and institutional resources. The job relatedness of all convictions will be considered on a case-by-case basis and relevant factors will include, but not be limited to, the nature and gravity of the offense(s), time that has passed since the conviction(s) and/or completion of the sentence(s) and the nature of the job sought (i.e., the work environment, specific responsibilities of the position, access to and interaction with students, patients and the public, etc.).

Noncompliance with this policy may result in disciplinary action up to and including termination of employment. VCU supports an environment free from retaliation. Retaliation is prohibited against any employee who brings forth a good faith concern, asks a clarifying question or participates in an investigation.

Radford University

- V E4. Criminal History Background Check: Barnes & Noble College conducts criminal history background checks on all their employees.



TOGETHER

WE BRING YOU WHAT'S NEXT



www.bncollege.com

120 Mountain View Boulevard
Basking Ridge, NJ 07920
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