

Policies and Procedures for Textbook Rental



I, the undersigned, hereby understand and agree to return, prior to the last day of the semester, all rental items that were issued to me.

After the final date posted for book return, the full purchase price for all books not returned will be charged to my account.

I have two (2) weeks from the day I am issued a book to examine it for any markings or highlighting. If any are found, I may return it for another one within the first two weeks, or I will be responsible for the book at the end of the semester.

I understand that if I lose my book, or an accidental exchange is made with someone else, I will be held responsible for the book originally checked out to me. **If I return someone else's book and they do not return mine, I will be held responsible for my own un-returned book.**

Course materials include basic textbooks, supplementary textbooks, CD's, and workbooks. Certain required CD's and workbooks must be purchased. The Textbook Rental Program issues basic textbooks for only those courses for which students are currently enrolled.

The Textbook Rental Program is designed to provide inexpensive access to textbooks and to minimize the cost of your college education. The Textbook Rental Program, however, is not intended to take away from the importance of building your own personal library.

Name (print) _____ Date _____

Signature _____