

Last Name: _____

W: _____

Textbook Loaner Program Application

Fall 2019 Semester

Full Name: _____

Email: _____ Telephone: (____) _____

Street Address: _____

City: _____ State: _____ Zip: _____

Class	Teacher	Title of Textbook	Book #
1)			
2)			
3)			

Book Number on Edge of Book

APPLICATIONS MUST BE SUBMITTED TO THE STUDENT LIFE OFFICE
Room 1643, (925) 424-1490

For Office Use Only

Application Accepted by:

LPCSG Officer or Student Life Staff

Date

Textbook Loaner Program Terms and Conditions

1. Only currently registered LPC students may participate in the Textbook Loaner Program (TLP).
2. Each applicant must show a valid student ID and a copy of their current class schedule.
3. Applicants cannot have any holds on their academic record nor can they be under academic probation at the time of application.
4. Participation in TLP will be granted on a first come, first serve basis.
5. A student is allowed a maximum of three textbooks per semester.
6. Books must be returned to the Library on or before the last day of finals. Failure to return books by the required date will result in a late fee of \$30 per book. Failure to return a book before the "No Grade of Record" (NGR) date of the following semester will result in the book being declared lost/stolen and students will be subject to a fee equivalent to the full price of the book. A hold will be placed on the student's record until fees are paid. Holds prevent students from registering, dropping, or adding classes.
7. Upon return, each book will be inspected for damage, excessive markups, etc. Highlighters, pens and pencils are considered excessive markups and are not acceptable.
8. Lab manuals and workbooks are not to be written in. Please photocopy the pages necessary in order to ensure future use. Failure to do this will result in a fee equivalent to the full price of the workbook/lab manual.
9. If damage or markups are present, the student will be charged a minimum damage fee of \$15. This amount is subject to change depending upon the damage to the book. If the book is in disrepair, the student may be charged the full cost of the book. A hold may be placed on his/her record until payment for the damage is received.
10. Before textbooks are checked-out, you should inspect the text to make sure damages to the book are documented. If there are new damages to the book upon return, the student is held responsible for those damages.

Students are responsible for determining if they are borrowing the correct book.

Books must be returned DIRECTLY to the LPC Library no later than the last day of the semester. A late fee of \$30 per book will apply if returned late. Additional fees will be assessed for lost or damaged books.

By signing this form, you agree to the TLP Terms and Conditions

Signature: _____ **Date:** _____