



University Store & Text Rental University of Wisconsin-Stevens Point

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Return Date: _____

INSTRUCTOR TEXTBOOK LOAN

Instructors and/or departments select the textbooks to be used. Text Rental orders books as requested by Academic Department Associates or Coordinators. Instructors are expected to obtain their own desk copy of the textbook(s) necessary for instruction of assigned courses. The staff of Text Rental can assist with contact information regarding publishers and book availability through publishers and secondary sources.

Since students, through segregated fees, support Text Rental in its entirety, instructors are encouraged not to check out properties from Text Rental, except for emergencies, on a short-term-loan basis.

Instructors who lack a textbook for a course that is currently taught by that individual may borrow a textbook from Text Rental only if stock of that title is sufficient to accommodate the class section enrollment for the course.

Books will not be checked out for personal use.

The requested textbook may be issued while the desk copy is on order, depending on enrollment/textbook availability. The loaned book will be returned to Text Rental when the desk copy arrives or by the end of the instructional period, whichever comes first. The deadline is governed by the Class Schedule published by the Registrar's Office.

PLEASE PRINT:

As an instructor of the class(es) listed below, I _____, request that the following textbook(s) and/or ancillary materials (computer CD's and disks, tapes, etc.) from Text Rental be checked out to me for _____ term and recognize that these items are due back to Text Rental when the desk copy arrives or by the end of the instructional period, whichever comes first.

DEPT/COURSE	AUTHOR	TITLE
_____	_____	_____
_____	_____	_____
_____	_____	_____

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XREF	COST
_____	_____
_____	_____
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- The above textbooks are for my instructional use on a loaned basis.
- If the properties checked out are needed for tuition-paying students, the Text Rental will request their immediate return.
- Should the properties not be returned within three working days after the immediate return request, Text Rental is hereby authorized to charge my department to cover replacement costs of the items needed by the tuition-paying students enrolled in the specific course.

Text Rental will loan textbooks to instructors for **one semester only** to allow instructors time to obtain desk copies. **The second time the same book is checked out to an instructor, the non-refundable amount of the book will be automatically charged to the department.**

If the item(s) are not returned by the deadline (see above), Text Rental is hereby authorized to charge my department the amount of the book(s). Departments of instructors not returning books within the first three business days after end of semester deadline will be assessed a late fee of \$3 per book paid at the time of return. For books not returned by the end of the 3 day late period, the department will be billed the non-refundable new retail price of the textbook(s).

Signed: _____
(Instructor) (Date)

As the Department Chair/Discipline Coordinator, I do hereby authorize Text Rental to charge the _____ Department, **Account Code** _____, for the Text Rental materials listed above in accordance with this agreement.

Signed: _____
(Dept. Chair/Discipline Coordinator) (Date)