

# Textbook Loaner Program

## *Terms and Conditions*

1. Only registered LPC students may enroll in the Textbook Loaner Program.
2. Each applicant must show a valid student ID.
3. Applicants cannot have any holds on their academic record nor can they be under academic probation at the time of application.
4. Entry into the program will be granted on a first come, first serve basis.
5. A student is allowed a maximum of three textbooks per semester.
6. A student may donate a used textbook in good working condition. The donation must be approved by the Director of Student Life and must be a required text for the course of the current semester. Outdated versions will not be accepted. The Student Senate **reserves the right** to deny any donation.
7. 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.
8. Payment for late fees must be made in person. Only cash and checks will be accepted and checks must be made out to **LPC Foundation. MEMO: ASLPC Textbook Challenge**. The applicant's name must be printed on the check.
9. Upon return, each book will be inspected for damage, excessive markups, etc. Highlighters, pens and pencils are considered excessive markups and are **not** acceptable.
10. 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.
11. 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.
12. 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.
13. Refunds may only be given before the “No Grade of Record” (NGR) deadline. Students will be charged a \$10 handling fee for each book returned before this deadline. After the NGR deadline, **no** refunds will be given under any circumstances.
14. Books must be returned **DIRECTLY** to the LPC Library.

## REMINDER:

Return books **DIRECTLY** to the **LPC Library** by

**The Last Day of Finals**

or pay **\$30** late fee !