

REQUEST FOR BOOK RENTAL TEXTBOOK LOAN TO INSTRUCTOR

*Name of Instructor _____ *Department _____

*Course _____ *Semester Credit Hours _____

*Title of Textbook Requested _____ Author _____

PLEASE INDICATE WHICH METHOD YOU WISH TO USE.

___ **A. Textbook loaned for 8 weeks at no charge-** Textbook must be returned to Book Rental at the end of the 8 week period or a rental fee will be assessed to the budget code provided by the department. The Rental fee will be charged at the current Book Rental rate per semester hour, which will be assessed to the number of hours for this course.

___ **B. Renting textbook for the entire semester-** The Rental fee will be charged at the current Book Rental rate per semester hour, which will be assessed according to the number of hours for this course. Rented textbooks must be returned within 5 days after the last scheduled final exam each semester. Books not returned within 5 days will be charged to the department at replacement cost. The rental fee is non-refundable regardless of when a textbook is returned.

___ **C. Department wishes to purchase textbook at replacement cost.**

Approval: _____

* Department Head Signature

* Budget Code

*Date

Received: _____

Instructor

Date

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Date Returned _____ WCU Bookstore Employee _____

REMINDER: WHEN YOU RETURN YOUR TEXTBOOK LOAN, PLEASE BE SURE YOU ARE GIVEN THIS FORM TO CLOSE YOUR ACCOUNT.

Must have **DEPARTMENT HEAD SIGNATURE** and **BUDGET CODE**

*Indicates required fields

Desk copies may be obtained from the publishers. Publishers will only ship desk copies directly to faculty not the bookstore.