

TEXTBOOK SERVICE RENTAL PROCESS- School of Pharmacy

Fall 2019 rentals begin July 22nd

1. Bring your SIUE student ID to scan at a designated computer. You may NOT use a Driver's license or State ID. You must be present to rent any books; no one can rent books for you.
2. Your "picklist" will print out. This has the classes you enrolled in and the textbooks requested with their aisle locations.
3. Go to the aisle listed and look for the course and course number. Books on the shelves are in alphabetical and numerical order according to the course and course number.
4. There may be more than one book that has "ENG 101" on it, so verify the title and last four numbers of the ISBN to be sure you have the correct book.
5. Once you have found all of your books, go to checkout. You will need to give the person checking you out your student ID again, as well as all of your books. They will give you a receipt, we recommend keeping them, but it is not required.
6. If you need help finding your books or have any questions, feel free to ask any Textbook staff members for help.
7. Remember, these are RENTAL books. They are not yours. Please do not write, highlight, or otherwise damage the books in any way (water, sunlight, etc.) or you will be charged for the full retail price of the textbook. Go through your books after renting them and check for such damages. If you do find any, bring your textbook back, within the first two weeks, and let us know so that we can label as having damage so that when you return it we know it was not done by you.

TEXTBOOK SERVICE RETURN PROCESS

Books are due by 5 p.m. the Saturday following your finals, December 14th.

However, you may return them any time during the semester.

1. You do not need to be present during returns if you have a well-trusted family member or friend that is willing to return them for you. They will NOT need your student ID.
2. Bring the books in and go to a checkout computer. The cashier does NOT need your ID. They will scan the books in and tell you if you have anything remaining on your account.
NOTE: The cashier will not take back severely damaged books. Minimal wear and tear is normal, but it is ultimately up to the supervisor present if they will take a book back. If we cannot accept a book or if you lose/forget to turn one in, your student account will be charged for the full retail price.
3. If you need a textbook for next semester, you MUST still come in and get the book checked out for the next semester.
4. Once your books are scanned you will get a receipt. **KEEP THE RECEIPT UNTIL CHARGES GO OUT ON COUGARNET.** You are then responsible for putting them back on the shelf, the aisle locations are on the top receipt.