

Southern Illinois University Edwardsville Textbook Service

200 University Park Drive Room 1121 Edwardsville, IL 62026

Phone: 618-650-3020

Email: textbook@lists.siu.edu Web Site: <https://www.siu.edu/textbook/>

Upon receiving your books, you should take a moment to examine them and read the following:

Because Textbook Service is a Rental Facility:

- Take care of your books; you are responsible for their condition!
- If your books become damaged for any reason beyond what would be considered normal use, they will not be returnable.
- Books that are issued with damage will have a Textbook Service label indicating what type of damage is in the book.
- If you receive a book that is damaged with no label or if a book is damaged from shipping contact Textbook Service immediately!
- Books must be returned in the same general condition to how they were received.
- If you drop a course, the textbook(s) must be returned with or postmarked within three business days of the drop.
- Store your books in a cool, dry place to avoid water damage and mildew.

DO NOTS!

- DO NOT write, highlight or draw in the book.
- DO NOT rip out pages for any reason.
- DO NOT allow books to be chewed on.
- DO NOT get them wet.
- DO NOT leave them in your car.
- DO NOT allow them to get stained or dirty.

Missing or Incorrect Book:

If you feel you have received an incorrect textbook, or believe you are missing a book, please contact us via email at textbook@lists.siu.edu for the fastest response and corrective action.

Lost Books:

If a book becomes lost, damaged, or stolen during the semester we can issue a replacement. However,

you must pay for the shipping cost, and you will be responsible for both copies!

You MUST return your books:

All textbooks must be returned no later than 5pm the Saturday of finals week. Books can be returned by mail or in-person at Textbook Service during posted business hours. If you are returning the books via mail, they must be postmarked no later than the Saturday of finals week. Return shipping fees will be at your own expense.

US Postal Service Mailing address:

SIUE Textbook Service
Campus Box 1053
Edwardsville, IL 62026

UPS or FedEx Shipping Address:

SIUE Textbook Service
99 Supporting Services Road
Central Receiving Loading Dock 2
Edwardsville, IL 62026

Penalties:

Textbook Service is not to be responsible if a text becomes lost, missing, or damaged during the return mailing.

Books that become lost, damaged, or have not been returned or postmarked by the return deadline automatically become property of the student.

Unreturned or damaged books will be billed to the student's account at the full replacement cost of the book.

Please check the Textbook Service website for the most up to date information concerning return deadline and hours of operation:

<https://www.siu.edu/textbook/>