

Student Guide to Using Textbook Service



SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE



What is Textbook Service?

Our university offers a unique program to provide our students with necessary textbooks for courses. Textbook Service is a textbook rental system that allows students to rent required textbooks for the duration of each semester. Rental textbooks are considered property of the university, and the student is responsible for the proper handling and care of the books that are rented to them.

How do I pay to use Textbook Service?

Textbook rental fees are included as part of standard student fees and tuition. There is no additional fee or charge for renting textbooks from Textbook Service unless you damage a book or fail to return your books by the return deadline. The return deadline will always be 5pm the Saturday of finals week, and it is expected that the books are returned in the condition they were issued. Damage beyond normal wear and tear may result in charges issued to your account.

How do I get my books?

Students can visit Textbook Service anytime during business hours and must have either their student ID or another valid form of ID. Upon arrival, students will be able to scan their ID, which will print out their own unique list of textbooks that are required for the courses they are enrolled in. This list will show the titles and location of all books they are required to have. Once you have all the books you need, you will proceed to the check out counter and present your student ID to have your books rented to your account. It is advised that you keep your receipt from the transaction in the event any of your books are lost or stolen. If you require assistance, there will always be plenty of available staff to help you!

Can I get my books mailed to me?

Off campus students have the option of having their textbooks mailed to them or they can pick them up at Textbook Service prior to the start of classes. If a student chooses to have their textbooks mailed to them they will need to submit the SIUE Textbook Rental Order Form that is located on the home page of the SIUE Textbook Service website. This option will result in a \$15 shipping fee, with \$3 for each additional textbook and typically will take 4-5 business days to arrive at the address you provide.

PICKLIST DIRECTIONS

SIUE Textbook Services
Picklist

Eddie Cougar 03/19/2018 09:08:01
Class: SR SPRING 2018

ART 111 WS1
NO RENTAL BOOK
281000002828
Location.....NO BOOK

CHEM 241A 001
ORGANIC CHEMISTRY
9781119412892
Location....CHEM 241/CUST SERV

KIN 350 001
EXERCISE PHYSIOLOGY
97800723523538
Location.....BULK 6

NUTR 401 001
FOODSERVICE MANAGEMENT
9780133762754
Location.....NUTR 408/9

NUTR 401 001
FOODSERVICE MANAGEMENT
9780133762754
Location.....COUGARSTORE

NUTR 401 001
FOODSERVICE MANAGEMENT
9780133762754
Location.....BLACKBOARD

If you need any help finding a book
please ask someone wearing a red vest

***REMINDER: Textbooks are due by 5 p.m.
the Saturday of finals week.

!!!Have a great semester!!!

When finding your book
match the title with the ISBN

ISBN Number

No Rental Book

Available at any register

Along back wall

Aisle number

Purchase items available

Available on Blackboard

How do I return my books?

Students must return all of their rental textbooks on a semesterly basis before 5pm on the Saturday of finals by taking them to textbook service manually or returning via mail. Textbooks not returned before the due date will be charged directly to your student account. If the instance of an emergency or circumstance that will prevent you from returning your books, please contact Textbook Service directly.

Business Hours

Textbook Service is open for students and faculty 8:30 AM – 4:30 PM Monday through Friday regularly, and is closed on weekends and holidays. During the beginning and end of semester “rush” weeks, hours extend to the later evening and into the weekend before the first week of courses begins. Information regarding extended hours and holiday closures will be posted on the Textbook Service Website on the home screen.

Textbook Service Website URL: <https://www.siu.edu/textbook/index.shtml>

Frequently Asked Questions

Q: *“The book I have checked out appears to have some damage inside of it, what should do I do?”*

A: Any existing damage you find within your textbooks should be reported to Textbook Service within two weeks of renting. You will be given the option to swap it out for a different book without charges.

Q: *“My Professor told me I need a book that is not on my pick list. Can I still rent it?”*

A: If a book you need is not listed on your picklist, you will need to contact your instructor. Textbook Service can only issue required textbooks based off of information we have been given months prior to the semester. Additionally, you can only rent textbooks for classes that you are currently enrolled in.

Q: *“Since I’m already here, can I get books for my friend too?”*

A: Although some exceptions are sometimes made, it is required that students check out their own books. While you cannot check out books for others, we do allow you to return books for others.

Location

Textbook Service is in the Morris University Center (MUC) located in the basement level. If taking the stairs to the basement in the MUC, you will take an immediate right turn and you will be facing Textbook Service. Textbook Service is a room with large windows along the outer walls and there is a graphic that says, “Textbook Service”. Non-Textbook Service staff must enter through the front doors. This location is also the proper mailing address for returning books:

SIUE Textbook Service
0016 Morris University Center, 6 Hairpin Drive
Edwardsville, Illinois 62026

When visiting Textbook Service, you may park in the lots B or C, but you will have to pay-by-space. There is no student parking at the MUC. Vehicles that park at the MUC without paying by space are subject to ticketing. If parking in lot B you can use the doors to the Student Success Center and follow the corridor over to the MUC, you can walk straight back behind the stairs to Textbook Service. If parking in lot B you would need to locate the stairs to the basement of the MUC and follow those down to Textbook Service.

Contact Information

Students may contact Textbook Service via phone using number (618)-650-3020, which serves as the main customer service line. All mailing requests must be sent via email, textbook@lists.siu.edu.