

## DEAN'S TEXTBOOK LOAN CONTRACT

Student Name \_\_\_\_\_ Student ID# \_\_\_\_\_

### Terms and conditions

1. Students must be enrolled at Pitzer College *and in an applicable course utilizing textbook(s)*, in order to check out textbooks. If students withdraw from or drop courses, they are responsible for returning the associated book(s) within 24 hours of changing their schedule.
2. Textbooks may be checked out at no cost for one semester to currently enrolled Pitzer students.
3. Textbooks are available to participants on a first-come, first-served basis. Thus, the Office of Student Affairs makes no guarantees about book availability.
4. The Dean of Students Textbook Loan library has a variety of texts, although there is no guarantee on textbook availability.
5. Students are only allowed to borrow up to four books per semester. Inquiries will be considered on a first come-first serve basis. Extenuating considerations will be reviewed by the Dean of Students.
6. Students are personally responsible for textbooks at all times.
7. Students are not allowed to mark, highlight or write in textbooks.
8. Textbooks must be kept in good condition and must be returned in the same condition as when checked out.
9. All textbooks must be returned to Office of Student Affairs (Scott Hall 120) by the following business day after the last day of finals each semester. Failure to return the book(s) will result in a HOLD to the student's account which will prevent future registration for classes or access to unofficial transcripts. Students who damage or lose books must purchase a new copy of the book(s) or will result in a charge to the student account for the replacement cost of the book(s).
10. Students with a hold placed on their account are not eligible to register for classes or check out any additional textbooks until payment is received.
11. Any violation of the Dean Textbook Loan policies will result in restrictions in future use of textbooks.

**By signing this contract below, you acknowledge that you have read and agree to these terms.**

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**Print Name**

**Signature**

**Date**