

Department # _____ Last Name _____ First Name _____

CSU Fullerton Auxiliary Services Corporation (ASC) Textbook Loan Program Application

(Term applying for: _____)

The Textbook Loan Program allows employees the opportunity to use required textbooks for the duration of the course or during their period of employment. An employee can borrow used or new “**required**” textbooks at no charge for the semester or for the course period.

Program Provisions:

1. The Textbook Loan Program applies to:
 - a. Rental textbooks (must be selected first).
 - b. Used textbooks (selected if rental are not available).
 - c. New textbooks (selected if used are not available. This requires approval from a full-time Course Materials employee).
 - d. “**Required**” course books.
2. Books must be returned within five (5) days after the end of each semester, completion of the class or if the class is dropped. All text books must be returned in resalable condition (exception – lab manuals, workbooks, access codes, etc.). Titan Shops reserves the right to determine the condition of the textbooks. Any books deemed unsalable must be purchased by the employee.
3. Titan Shops reserves the right to recall books at any time during the semester.
4. Program provisions do **not** apply to books for recommended reading or courses taken at other colleges/universities.

Eligibility:

To be eligible for participation in the program, the employee must complete all the following requirements:

- a. Employment with ASC for **one (1) semester** and worked or been available for minimum hours as approved by and set by division and/or supervisor.
- b. Must provide a **copy** of their class schedule (print from student portal) for the classes enrolled.
- c. Must provide a **copy** of their book list (print from student portal) for classes enrolled.
- d. Must provide a **copy** of their semester availability
- e. Must maintain a weekly minimum of twenty (20) hours availability for shifts based on business/department need and operating hours. **For Titan Shops employees:** availability must be in increments of at least (4) consecutive hours.
- f. Have no outstanding employee book loans from previous semesters.
- g. Grants and Campus programs are not eligible for this program.

Procedure:

1. The following procedure should be followed when applying for Textbook Loan Program:
 - a. Complete a current employee textbook loan application (available ASC website). You must fill out all pages and attach all required documents listed above.
 - b. Submit application and documents to your Department Manager, who will accept or decline
 - c. Upon approval, take application and required documents to Titan Shops and select needed textbooks (in order stated above). Remember any new books need to be signed off by a full-time Course Materials employee.
 - d. Take books and application to Titan Shops Customer Service counter.
 - e. A Titan Shops supervisor will verify the eligibility and charge books to the respective department’s textbook account.
 - f. If the employee drops a class before the end of the semester, the book(s) must be returned to Customer Service as soon as possible and the employee’s department account will be credited appropriately. At the end of the semester the student has the following choices:
 - a) Return non-consumable textbooks to Titan Shops Customer Service for a “used” credit to their department’s account.
 - b) Keep the textbooks and pay the current used retail price.
2. If the employee terminates or is terminated, the books must be returned within 48 hours or employees’ student records will be placed on hold.
3. Books are to be returned to the Titan Shops Customer Service **the Friday of Finals Week by 6:00pm**, or employees’ student records may be placed on hold, the department will not receive a credit to its account and employee will not be eligible for the following semester’s loan program.

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TERMS OF AGREEMENT

Read the following terms and conditions then initial next to each item.

- _____ 1. I understand and accept that at the end of each course, it is my responsibility to return the books loaned under this program in resalable condition or pay the full retail value of the books in my possession by check, cash, credit, or ATM within the required time period.
- _____ 2. I understand that all books remain property of ASC/Titan Shops. I accept responsibility to use the books and return them to ASC/Titan Shops in resalable condition.
- _____ 3. If my books are not returned by the deadline, I will not be eligible for this program the following semester. In addition, a hold will be placed on my student records.
- _____ 4. I understand that by not returning the books loaned out by the specified deadline, that a penalty will be imposed.
- _____ 5. I understand that ASC/Titan Shops reserves the right to modify or discontinue this program at any time with or without cause.
- _____ 6. I understand that if I fail to meet any of the eligibility and/or requirements of this application during the course of the current semester, I will be required to return the books on loan upon request of ASC/Titan Shops.
- _____ 7. I understand that a charge from 10%-100% of the value may be assessed to me for the damage or loss of the books.
- _____ 8. I have read and fully understand the provisions and the terms of this agreement as outlined and I agree to adhere to all conditions and terms as stated.

Name (Please print)

Date

CWID#

Employee Signature

Titan Card #

I understand that any book(s) that I approve and that are not returned in to Customer Service by the deadline mentioned within this agreement will be charged to my department.

Department Manager (Please print)

Date

Dept #

Department Manager Signature

Titan Shops Signature

Date