TEXTBOOK RENTAL
POLICIES and PROCEDURES – Spring 2020 (1110)

UW Campus Card Required to Pick Up Course Materials

Course Materials are defined, but not limited to textbooks, CDs, access codes, clickers

Each student is responsible for the materials they check out and bears the ultimate responsibility for the return of materials (unless otherwise notified) and for payment of fees or replacement costs if materials are lost, stolen, or damaged.

- Please, check your materials for damages BEFORE CHECK OUT. If there is a problem, please advise the clerk at time of checkout so book can be stamped and marked accordingly. Damages include, but are not limited to liquids (rain, snow, coffee, juice, etc.), fire (scorched), chemical spills, tooth marks (rodents, pets, children, etc.), damage/removal of barcode.
- Students returning books in damaged condition, excluding normal wear, will be billed.

Opt Out: Students may ‘Opt Out’ of Textbook Rental and receive a full refund of Segregated B fees if they purchase their own copies of all materials for the semester. If interested, contact the Textbook Center Manager. Forms not accepted after Feb 24, 2020.

Course Drops: If a student drops a course, materials must be returned within two (2) days, even if the course is retaken later. Should materials be ordered to cover a shortage, the student dropping a course and not returning the materials within two (2) days will be charged the NON-REFUNDABLE full replacement cost of the materials and a $5 processing fee.

Independent Study or Incomplete: Incomplete Forms are found at campus.uwplatt.edu/textbooks/forms. Complete this form indicating the book(s) needed, the due date of the assigned work, signatures of both the instructor and the student, and submit to Textbook Center management by May 15, 2020, or be subject to the late fee schedule. (It is the student’s responsibility, not the Instructor’s, to advise the Textbook Center of this need.)

Withdrawal: Materials must be returned at time of withdrawal. Materials not returned upon withdrawal, are immediately billed to student accounts upon notification of the withdrawal from the Registrar’s Office. Failure to return all materials upon withdrawal could affect any refund given.

Textbook Purchases: Currently enrolled students may purchase active titles year-round, excluding the months of January, September, and finals weeks, in May and December. All active titles are discounted. Out-of-print books will not be sold. Many obsolete books (inactive titles) are sold in the BookNook (prices ranging from $ .25 and up). Discounts do not apply on materials kept past the applicable due date of each session.

Spring 2020 materials are due for return by Friday, May 15, 2020, 5:30 pm to avoid late fees at the Textbook Center (UW-Platteville students) or campus library for UW-Baraboo Sauk and UW-Richland students.

The course material return due dates are governed by the CLASS SCHEDULE published by the Registrar’s Office.

- Students will shelve the books they are returning after the scanning of book barcodes by the clerk.
- Materials received after the due date and time will be subject to the late fee schedule. Mailed materials, with postmarks up to Friday, May 29, will be accepted with applicable late fees.
- The Textbook Centers are not responsible for mailing delays.

Replacement books (correct ISBN, title, author, edition required) are acceptable in lieu of any damaged book(s). Replacement book(s) must be in good condition (as judged by the Textbook Center). International and instructor editions are not acceptable as replacements. Textbook Centers are not responsible for wrong books purchased by students.

- Replacement books may not be shipped directly from the place of purchase to the Textbook Centers.
- Forward Order Acknowledgements from Amazon, Half.com, etc. to textbookctr@uwplatt.edu on or before May 25, 2020.
- Replacement books ordered AFTER May 25, 2020 will not be accepted.
- Replacement books are due by the last day of the late fee period, Friday, May 29, 2020.
- If a student purchases a replacement book, a Re-Processing Fee of $5 per book will be assessed.

Please include payment of fines, when applicable, to avoid being billed.

A Damage Fee of $5 per book will be assessed for tampering with or removal of the Textbook Center’s barcode label.
A Restock Fee of $3 per book will be assessed for books that are ‘mis-shelved’ or ‘dumped’.

Late Book Return Fee Schedule:

<table>
<thead>
<tr>
<th>Spring Books Returned</th>
<th>Late Fee per Textbook, CD, etc.</th>
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<tbody>
<tr>
<td>Before Friday, May 15, 5:30 pm</td>
<td>$0</td>
</tr>
<tr>
<td>May 15 after 5:30 pm through May 22, 4 pm</td>
<td>$3 ($5 if assessed on PASS account)</td>
</tr>
<tr>
<td>May 22 after 4 pm through May 29, 4 pm</td>
<td>$5 ($7 if assessed on PASS account)</td>
</tr>
<tr>
<td>After May 29, 4 pm</td>
<td>Spring 2020 Textbooks are no longer accepted, student will be billed full price of textbook</td>
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