

MOWR "LOAN" AGREEMENT Spring 2016

NOTE: All **loaned** textbooks remain the property of the Loch Shop and are subject to the terms outlined below. At no point does the Loch Shop transfer ownership to the recipient of the loaned book. All Move on When Ready (MOWR) students are expected to return their loaned textbooks to the Loch Shop. In order to avoid a late/damaged fee and/or a "registration hold" (which would result in a student not being able to register for forthcoming semesters nor receive grades for the semester of the loan), all loaned books must be returned to the Loch Shop on or before 5 pm (EST) on May 10, 2016.

Please Note: The expectation for students to receive freely loaned textbooks is that they pick them up in a timely manner. MOWR will no longer be available for pickup after February 1, 2016.

MOWR TEXTBOOK LOAN TERMS:

1. Recipient of **loaned** textbook(s) must be either 1.) 18 years of age or older, have government issued ID and LakerCard, and a copy of schedule from the Duck, or, 2.) If under 18 years of age, the recipient's parent or legal guardian must sign this loan agreement which is available via the web ([place URL here](#)), take-home forms, or at the time of pickup. They then become responsible for the return of the loaned textbook(s). For those using electronic signature or take-home form, a hard copy of the signed agreement must accompany the student at the time of pickup. **NO ONE UNDER 18 WILL BE LOANED A BOOK WITHOUT A SIGNED AGREEMENT.**
2. I understand that I am taking part in a **loan** program. My loaned textbooks shall remain the property of the Loch Shop and must be returned to the Loch Shop. I understand that I may not lose, damage, sell, or giveaway my loaned textbooks, and that I must return them to the Loch Shop as outlined below. If the loaned books are not returned, are returned in damaged condition, or are returned past the deadline of 5 pm on MAY 10, 2016, I understand that I am, or, if under 18, my parent/legal guardian are, responsible for late/damaged fees and am subject to a registration hold which results in a student not being able to register for forthcoming classes nor receive grades for the current semester until the late/damaged fee is paid. I understand the late/damaged fee is equal to \$75 or the retail cost of the book less the original MOWR book allowance whichever is less, and it is the responsibility of the recipient to pay these fees.
3. I understand that I am being **loaned** the textbook(s) I am receiving. Loaned textbooks may be new or used and conditions may vary. If there is any question as to the loaned book(s)'s condition, this issue must be resolved at the time of pickup. The Loch Shop is happy to help find a different copy at that time. I acknowledge that I accept the condition of the loaned item as in good and salable condition by signing this form.
4. I understand that I must return the **loaned** textbook(s) to the Loch Shop by 5 pm on MAY 10, 2016. Note: even for sequential courses (ex. ENGL 1101 and 1102, CHEM 1151 and 1152, etc.) which require the same textbooks, the book must be turned in by the deadline, and will be loaned again to students taking the sequential class the following semester. Loaned items may be mailed in, but must arrive to the Loch Shop by that same deadline. Any damages that might occur during shipping are the responsibility of the party who was loaned the textbook at the beginning of the semester. The Loch Shop is not responsible for mailed books received late or books damaged during shipment. These loaned books remain the property of the Loch Shop and I will be charged the late/damaged fee.
5. I understand my **loaned** book return must include all CDs, study guides, workbooks, and other component parts that may be a part of the loaned textbook(s) or textbook package(s). If the return of a loaned textbook is missing any components, the remaining components of the loaned book, as property of the Loch Shop, will be accepted back but the full package will be

considered unsuitable for future MOWR use due to missing parts and the late/damaged fee will be charged for the loaned textbook(s).

6. I understand I must return the **loaned** textbook(s) in good and salable condition as determined by the Loch Shop staff. Very limited highlighting and writing are acceptable, generally no more than 20% of a complete text. A loaned textbook is considered not in salable condition if, for example, it is damaged by liquids (rain, snow, beverages, and anything that cause liquid damage), fire, chemical spills, tooth marks (rodents, pets, etc.) spine damage, cover damage, and other damage as determined by Loch Shop staff, or if there are any missing component parts (CDs, workbooks, etc.). I understand that I am the responsible party for risk of loss from any cause, including theft or lost items. If the item when returned is deemed to be in unsalable condition, the loaned book, as property of the Loch Shop, will be accepted back as damaged and the late/damaged fee will be charged.
7. I understand that if I fail to return the **loaned** textbook(s) by the due date of 5 pm on MAY 10, 2016, my loaned items will not be accepted back as an on-time loan return and the late/damaged fee will be charged. I authorize the Loch Shop to charge my student account used to guarantee my loaned textbooks(s) for the full amount of the late/damaged fee. I authorize the Loch Shop to put a registration hold on the student account of the recipient of the loan until payment of late/damaged fees is made. A student placed on registration hold for failure to return their loaned textbook(s) will not be able to register for future classes or receive current semester grades until late/damaged fees are paid.
8. I understand that if the recipient of the **loaned** books drops a class during the official Clayton State University drop/add period, the loaned textbook(s) for the dropped class must be returned to the Loch Shop by 2 pm on January 16, 2016. If the loaned books for the dropped class aren't returned by the date/time above, I understand that I will be fully responsible for the late/damaged fees.
9. I understand that if I am allowed to drop or add a class after the official Clayton State drop/add period, I will need a note from the advisor who allowed the drop. I will then have three business (M – F) days to bring back the **loaned** book and/or pick up the newly needed **loaned** book.
10. I understand that if the recipient of the **loaned** textbook(s) drops a class after the official drop/add period, the loaned textbook(s) for that dropped class must still be returned to the Loch Shop within three business days of the class drop. Failure to do so will result in late/damaged fees being charged and a student hold may be placed on the student account.

Student Name: _____

LakerID: _____

Student Signature: _____

Parent/Legal Guardian Signature: _____
(If student is under 18)