

NEW BEGINNINGS  
TEXTBOOK LENDING LIBRARY POLICY

Effective FALL, 2019 SEMESTER  
Beginning AUGUST 20, 2019

1. No textbooks will be picked up prior to the announced TEXTBOOK hand out day/days designated for that specific campus. (New Beginnings office at Vernon or Tutoring Center at CCC.)
2. No student will be allowed to keep their textbooks from one semester until the next semester.
3. Only the student will be allowed to pick up his/her textbooks. There will be NO EXCEPTION to this policy. (If the student for a medical reason might be able to use the textbooks even though they are confined to home/medical facility then that situation will be looked at on an individual basis by the NB Coordinator.)
4. Student should note the statement on the Textbook Loan Receipt that they are ask to read and initial regarding return of textbooks and the fees involved for textbooks returned late. The student's signature at the time textbooks are issued is also their statement that they have received the textbooks listed on the loan receipt. It is the student's responsibility to review and inform staff if they did not receive that textbook at the time of signing.
5. No one but the student will be allowed to return his/her textbooks. The textbooks MUST be returned to the campus Lending Library office where they were received. This may result in a student returning some books to Vernon and some to CCC. This will be the student's responsibility. (The staff will only receive textbooks that are on the student's TB loan receipt for that campus.)
6. If a student does not return her/his textbooks by the DUE DATE a HOLD will be placed on the student's records on the first full work day after the textbook due date. The HOLD will NOT be released until all textbooks have been returned to the appropriate New Beginnings office.
7. Students are advised of the deadline for textbooks to be returned when they pick up textbooks at the beginning of the semester. They also receive a mail out reminder of the textbook due date along with a New Beginnings Application Update for the following semester during the month prior to each semester ending.

Jane Robinson  
New Beginnings Coordinator