

# Textbook Lending Fall 2014

## Dates / Times

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**All Students must have: Class Schedule Printed, Photo ID, and Booklist**

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### Lottery Ticket Pick-up Date

Monday: August 11, 2014 (8:30am to 4:30pm)  
*\*1,000 ticket limit*

### Textbook Lending Check-out with Lottery Ticket ONLY

Wednesday: August 13, 2014

*(Line up by ticket number at the assigned time. Bring ticket, class schedule, photo ID, and booklist.)*

Group 1:	( 8:30am line up)	tickets	001 – 250	Library
Group 2 :	( 9:30am line up)	tickets	251 – 500	Library
Group 3:	(10:30pm line up)	tickets	501 – 750	Library
Group 4:	(11:30pm line up)	tickets	751 – 1,000	Library

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### Textbook Lending Check-out No Lottery Ticket Needed

Thursday: August 14, 2014 (1:00pm to 5:00pm)

*(Line up at the Library “first-come, first-served”. Bring class schedule, photo ID, and booklist.)*

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### **SANTA PAULA SITE:**

### Textbook Lending (No Lottery Ticket Required)

Friday: August 15, 2014 (9:00am to 1:00pm)

*(Line up at the Santa Paula LRC “first-come, first-served”. Bring class schedule, photo ID, and booklist.)*

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### Textbook Lending Rules and Guidelines

- **MUST HAVE** – NO EXCEPTIONS – We will not HOLD textbooks while you obtain these required items.
  - **Class Schedule printed** – must include 900#, address, and registered classes
    - ([my.vcccd.com](http://my.vcccd.com) – Student Tab – Payment & Payment plan box – Students Schedule Bill – Summer or Fall 2014 - Print)
  - **Photo ID** – any photo ID that includes a picture of you and the name as it appears on your class schedule.
    - Ex. Driver’s License, Student ID, Passport, High School ID, Etc.
  - **Printed Booklist** – Print booklist from [Bookstore’s](#) link. Printed booklist will help students get the correct textbook required for their class, since different instructors use different textbooks for the same courses.
- **Ventura College Students ONLY** – students will only be allowed to get textbooks for classes registered at Ventura College. No Waitlisted courses will be allowed to check out books.
- **Three (3) Textbook Limit** – not allowed to check-out multiple copies of the same textbook.
- **No Overdue Books or Fines** – All books must be returned and fines paid prior to Textbook Lending.
- **Check the \*Availability of Textbooks** – Prior to Textbook lending check the availability of the textbooks you need.  
([www.venturacollege.edu](http://www.venturacollege.edu) – Library link – [Library resources button](#) – type in the title – Look for “Lending Textbooks” location)  
*\* Keep in mind most instructors allow the previous editions to be used*
- **All Lending Textbooks are due the LAST DAY OF FINALS.**
- **Overdue Textbooks are charged a \$5.00 per day fine up to the COST of the textbook. – NO EXCEPTIONS.**
- **Returning Library Materials – BOOK DROPS**
  - **24/7: By the flag pole in front of the administration building or on West side of the LRC Building.**
  - **Library Circulation Desk – During open hours**