Textbook Lending Spring 2016

Dates / Times

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

LOTTERY Step 1

Lottery Ticket Pick-up Date
Tuesday: January 5, 2016 (12:00pm – *1:30pm)
LRC 1st Floor (West side doors – near SSC Building)
*or until last ticket is handed out, whichever comes first

LOTTERY Step 2

Textbook Lending Check-out with Lottery Ticket ONLY
Wednesday: January 6, 2016
(Line up by ticket number at the assigned time. Bring ticket, class schedule, photo ID, and booklist.)

<table>
<thead>
<tr>
<th>Group 1: (8:30am line up)</th>
<th>tickets 001 – 250</th>
<th>Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group 2: (9:30am line up)</td>
<td>tickets 251 – 500</td>
<td>Library</td>
</tr>
<tr>
<td>Group 3: (10:30am line up)</td>
<td>tickets 501 – 750</td>
<td>Library</td>
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</tbody>
</table>

Textbook Lending Check-out NO Lottery Ticket Needed
Thursday: January 7, 2016
(1:00pm – 3:00pm)
(Line up at the Library “first-come, first-served”. Bring class schedule, photo ID, and booklist)

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 – 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 – 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