Textbook Lending Fall 2015
Dates / Times

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

**LOTTERY Step 1**
Lottery Ticket Pick-up Date
Tuesday: August 11, 2015 (10:00 a.m. – 12:00 noon)
LRC 1st Floor (West side doors – near SSC Building)

**LOTTERY Step 2**
Textbook Lending Check-out with Lottery Ticket ONLY
Wednesday: August 12, 2015
Line up by ticket number at the assigned time. Bring ticket, class schedule, photo ID, and booklist.

<table>
<thead>
<tr>
<th>Group</th>
<th>Time</th>
<th>Tickets</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group 1</td>
<td>8:30 a.m.</td>
<td>001 – 200</td>
<td>Library</td>
</tr>
<tr>
<td>Group 2</td>
<td>9:30 a.m.</td>
<td>201 – 400</td>
<td>Library</td>
</tr>
<tr>
<td>Group 3</td>
<td>10:30 a.m.</td>
<td>401 – 600</td>
<td>Library</td>
</tr>
<tr>
<td>Group 4</td>
<td>11:30 a.m.</td>
<td>601 – 850</td>
<td>Library</td>
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</tbody>
</table>

**Textbook Lending Check-out NO Lottery Ticket Needed**
Thursday: August 13, 2015
1:00pm – 5:00pm
(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](http://my.vcccd.com) – Student Tab – Payment & Payment plan box – Students Schedule Bill – Summer / Fall / Spring- 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](http://www.venturacollege.edu). 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.

- **Three (3) Textbook Limit** – not allowed to check-out multiple copies of the same textbook. **Subject to books available.

- **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