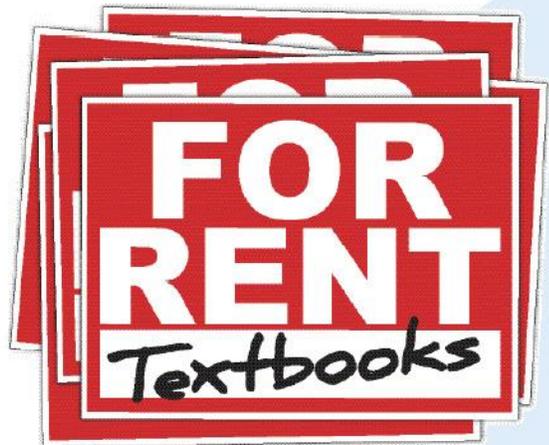


BOOK RENTAL

from your virtual bookstore



Textbook Rental is another option from Follett. Instead of purchasing the book, you simply pay for the period of time you wish to use it and return the book to Follett when the class ends. Rental pricing is often about half the cost of buying a book. Rental is a good option if you do not plan to keep the book for reference or use it for another student.

Not all books are eligible for rental. Usually the title must be a recent edition and not require students to write in, or rip out pages. You will see rental as an option next to “Used” and “New” on the virtual bookstore website where it is available.

Common Questions about Rental

Q: What are the requirements to rent a book?

A: Renters need to be 18 years or older, have a driver’s license/state ID, an email address, and have a valid credit card. If you are renting books for your minor child, use your information instead of the child’s. You’ll need to fill out a rental agreement, which signifies your commitment to sending your book back by the rental due date.

Q: When is the rental due date?

A: The rental due date depends on the last day of classes/exams. You will have use of the book at least through this date. This date is listed on the virtual bookstore website for each term.

Q: How do I return rented books?

A: You will receive email reminders to return your book, but you can return anytime by logging in and printing a pre-paid mailing label. Some schools may also have a Follett book buyback and

rental check-in event at the end of the school year. See below for detailed return instructions.

Q: What if I forget to send my books back?

A: If you don’t return your books by the rental due date, we’ll charge your credit card for the outstanding value of the book as well as a processing fee. We will need to source another copy of the book to use for next year’s students. The fees cover the additional expenses of finding another copy of the book.

Q: What happens if I change classes?

A: Rental refunds will be allowed during the normal refund period, see the bookstore website for details.

Q: Is highlighting and note taking allowed in the books?

A: Normal highlighting and note-taking are perfectly acceptable. What’s prohibited? Excessive markings that would render the book unusable for the next customer.

When you’re finished with the book... Rental Check-in Instructions

1. On the virtual bookstore home page, click on *My Account* at the top-right of the page and login.
2. Click *View Your Order History* (Located below Transaction History).
3. Locate and click on the order number for the book(s) that you rented.
4. Click on *Rental Status*.
5. Select the book(s) to be checked in and enter the quantity for each book, then click *Process Order*
6. Review your Return Address information, make any changes needed and click *Continue*.

7. Click on *Create a Shipping Label and Packing Slip*. Return shipping is free by using the FedEx shipping label. Write down your tracking number from the label for future reference.

8. Include the packing list with your books and affix the FedEx shipping label to the outside of the box. Take your package to any location that ships FedEx *Ground*.

Please Note: If you are using a FedEx drop box, the box must say “FedEx Ground,” boxes marked “FedEx Express” will not ship your book! Find locations at www.fedex.com/locate. This site shows availability and pickup time of FedEx Ground shipments.

You must print labels and FedEx pickup time must be prior to the return date listed on your receipt.