



Desk Copy Loan Agreement

The Desk Copy Loan is for the period of one (1) semester. The Campus Cache has agreed to cover the initial cost of the textbook and your academic department has agreed to cover the associated shipping.

1. You understand that the loaned textbook(s) is the property of the Mat-Su College Campus Cache and in agreeing with the terms of this loan program you accept the responsibility to use the textbook(s) and return the same textbook(s) to the Campus Cache in resalable condition (no tears, water damage, physical damage to the cover, pages, or spine, or excessive writing or highlighting). You understand and agree that the Campus Cache will have sole discretion to evaluate and determine the condition of the textbook upon return.

Initial Here _____

2. Your academic department agrees to reimburse the Campus Cache for the cost of the textbook(s) in the event that the textbook(s) listed are not returned by the loan due date, for any reason, including loss or theft, or if the loaned textbooks(s) are not returned in resalable condition.

Initial Here _____

3. The loaned textbooks must be returned by the published grades due deadline. Returns will not be accepted fourteen (14) business days after the due date and will be considered a failure to return and your academic department will be responsible for the cost of the textbook(s).

Initial Here _____

4. The Mat-Su College Campus Cache is not responsible for reminding you of the loan due date. Any and all notifications are a courtesy. You are responsible for complying with due dates.

Initial Here _____

Instructor Contact Information:

Name

Address

Phone

I have read and fully understand the provision of this agreement and by signing, you agree to and accept the term and conditions contained in this agreement.

Signature of Instructor Receiving Loaned Textbook(s)

Date

Signature of Department Coordinator/Academic Affairs Director

Date

Signature of Campus Cache Representative

Date