Term: ____________________  Year: ____________  Instructor: ________________  □ Fac □ Grad Student
Course/Section No.: ____________________  Add’l Instructor: ____________________
Campus/Dept Phone: ____________________  Teaching Asst (if borrower): ________________
Email: ____________________  Campus/Dept Address: ____________________

Teaching Staff may borrow titles from the bookstore inventory with the understanding that complimentary desk copies are available only from publishers, and an attempt has been made to obtain said free copies. Textbook Store loans must be returned in saleable condition as soon as the publisher’s complimentary book is delivered to you, or at the very latest, at the end of this term.

These books are due back by ____________________ at the latest. Please do not return borrowed books by mail, but instead bring your copy of this form with the book.

An attempt to obtain desk copies directly from the publisher is being made by □ myself □ my department □ the Textbook Store. For best results, we recommend instructors make the requests themselves. We can provide you with information on how to send requests.

Teaching Assistants must have a letter of authorization from your department stating that someone is responsible for the charges incurred should the borrowed books not be returned, or if they are not in saleable condition. The letter should come with a fully authorized IRI. If one TA is borrowing multiple books, the signer of this form is responsible for all copies.

Author/Title/ISBN (indicate “N” ew or “U” sed)
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Signature: ____________________  Date: ____________________

Your signature on this form certifies that you will either return the above books in saleable condition or purchase them.