

# **GUAM COMMUNITY COLLEGE BOOKSTORE TEXTBOOK RENTAL POLICY**

**[bookstore@guamcc.edu](mailto:bookstore@guamcc.edu)**

**Bookstore (671) 735-5545**

## **I. TEXTBOOK ISSUANCE**

- A. Issuance of rental textbooks for students begins on the date announced by the Guam Community College Bookstore on its website and other locations.
- B. Students must present their validated GCC Student ID card at the time of the rental and pay the applicable rental fee. Rentals are only processed at the Guam Community College Bookstore location. Only students with a valid GCC ID may rent textbooks.
- C. Students must rent their own textbooks. A student may not use another student's GCC ID to rent textbooks.
- D. The textbook rental fee is not charged as part of the tuition. The textbook rental fee is charged at the time the rental textbook(s) are checked out.
- E. Each student is responsible for the textbook(s) he or she rents and must adhere to all terms and conditions in the rental agreement and this Policy, including, without limitation, all terms and conditions regarding textbook refunds.

## **II. RENTAL TEXTBOOK RETURNS**

### **Textbook Return Dates**

- 1. Return Date: Rented textbooks must be returned to the Guam Community College Bookstore no later than 4:00 p.m. on the semester's Return Date. Students who withdraw from the College must return their rented textbooks no later than 4:00 p.m. on the semester's Return Date.
- 2. Late Charges: Late fees are charged for rented textbooks which are returned after 4:00 p.m. on the semester's Return Date and before the last day for late fee charge.
- 3. Drops: To obtain a full refund of the rental fee (less the restocking fee), the student must return the rented textbook(s) to the Guam Community College Bookstore within the normal refund period with the original receipt. If a class is dropped after the normal refund policy, the student must bring with them the original receipt and a copy of the drop form. Otherwise to avoid being charged for the unreturned textbook fee, the returned textbook must be returned by 4:00 p.m. on the semester's Return Date.
- 4. Incompletes: Students with incompletes in courses for which they rented textbook(s) must return the rented textbook(s) by 4:00 p.m. on the semester's Return Date in order to avoid being charged the unreturned textbook fee. Rental textbooks must be returned to the Guam Community College Bookstore only.

### III. FEES AND CHARGES

#### A. Charges

1. A student whose rented textbook(s) are not returned by 4:00 p.m. on the semester's Return Date will pay the unreturned fee of a rented textbook which is the Bookstore's retail value of the textbook charged on his/her account for each unreturned rental textbook. The student will not be allowed to rent any books until their student account is cleared and paid.
2. At the discretion of the Bookstore Manager, late charges for rented textbooks not returned by the semester's Return Date may be waived on account of sickness, injury or family emergency provided the student has notified the Bookstore in advance and has proper documentation of the circumstances.
3. Long overdue accounts may be referred to a collection agency in accordance with College policy.

#### B. Lost, Stolen and Damaged Texts

1. If a rented textbook(s) is lost, stolen or returned in so damaged a condition that it is not re-rentable, the student must notify the Guam Community College Bookstore prior to 4:00 p.m. on the semester's Return Date, and in any of those events, the unreturned textbook fee plus any applicable charges will be billed to the student.
2. Students will have five (5) days from the date on the signed Textbook Rental Agreement in which to inspect the rental textbook for damage or excessive highlighting, underlining or marking and if found, reporting it to Bookstore Manager. If the student fails to report any pre-existing damage or excessive highlighting, underlining or marking within the 5-day period, then at the discretion of the student shall be deemed to have accepted the rental textbook in its then current condition. This may result in the textbook's unreturned fee plus applicable charges being billed to the student when the textbook is returned.
3. Excessive highlighting, underlining or marking textbooks is not allowed and may result in the unusable textbook fee of \$100.00 being billed to the student when the rental textbook is returned.

#### C. Disputes

All disputes involving rental textbooks, including without limitation, damage decisions, late charges, unreturned textbook fee, and lost or stolen rental textbook, must be written and delivered to the Bookstore Manager. A response will be rendered within 30 days.

If you have questions about the Textbook Rental Policy, please contact the Bookstore Manager. The Guam Community College Bookstore Telephone number is (671) 735-5545 or email is: [bookstore@guamcc.edu](mailto:bookstore@guamcc.edu).