



Office for Training Research & Education in the Sciences
LSAMP TEXTBOOK LOAN PROGRAM CONTRACT



Name: _____ Student ID: _____

Address: _____

Email: _____ Phone: _____

Major: _____ Class standing: _____

Nearest Relative: _____ Phone: _____

* Student **MUST** notify the OTRES with any changes to the information above.*

READ THE FOLLOWING PROGRAM GUIDELINES CAREFULLY:

1. Must be a LSAMP scholar **enrolled in the course(s) and at least 12 units** (registration will be verified).
2. Textbook(s) must be required for current semester.
3. Must attend **five sessions** per semester from the following: OTRES Workshops, OTRES Seminars, and/or LSAMP Activities.
4. Textbooks are due by noon on the Friday after finals week, unless otherwise noted on this contract.
5. Failure to return a book or replace a lost, stolen, or damaged book by the **due date** will result in a **HOLD** being placed on your student account and you will not be able to register for the following semester or receive your graduation diploma.
6. Book replacements (same ISBN) must be in equal or better condition than the original book.
7. **Do not highlight or write** in the OTRES textbooks. Inspect each book **thoroughly**, page-by-page, and record any markings/highlighting/missing pages/damage etc. on the back of this contract noting specific page numbers, **BEFORE** signing contract. Circle the condition of each book below.

TITLE	ISBN and OTRES #	INSTRUCTOR AND COURSE	CONDITION
			As New, Good, Fair
			As New, Good, Fair
			As New, Good, Fair

****I understand each of the 7 guidelines stated above, have noted the condition of the book in the space above with details on the back of this sheet, and understand the consequences if I fail to return the book(s) in the same condition, by the following due date: By 12PM on Friday, December 20th 2019**

Student Signature: _____ Date: _____

For OTRES Office Use Only:	Staff Initials
1. Confirmed enrollment in course and minimum units _____	1.
2. Date checked out: _____	2.
3. Returned: _____	3.
4. What actions, if any, were taken: _____	4.
5. Additional comments: _____	5.