

# CEDARVILLE UNIVERSITY BOOKSTORE RENTAL RETURNS GUIDE

## When are rentals due?

Rental deadlines have been extended to May 8 (was May 1). However, we will have opportunities for you to return books that you no longer need for your courses at a designated place in your residence hall lounge while you are on campus. Off-campus students may drop off books at Printy (females) or Lawlor (males) during designated hours.

## Which books did I rent?

You will receive an email for each outstanding rental from [bookstore@cedarville.edu](mailto:bookstore@cedarville.edu). If you are still unsure, please email the Bookstore, and we will be glad to assist you.

## How do I return books?

If you are finished with your book(s) at the time you return to campus to pick up your belongings, you can leave your books at a designated place in your residence hall lounge. Off-campus students may drop off books at Printy (females) or Lawlor (males) during designated hours. **It is important that you follow the instructions** at the drop site to ensure we appropriately credit you for returned rentals. **You must include your name and ID number.**

Students who have not returned books by April 24 will be sent a United Parcel Service (UPS) label via email for shipping those books back to the school. You will need to appropriately package books to prevent damage in transit, place the label on the box, and drop the box at a UPS pickup point. You must take it to a UPS drop site in order for the university to cover the cost of shipping the books back to campus; home pickup options are not covered.

## I want to convert my rental to a purchase. What do I need to do?

Please email the bookstore at [bookstore@cedarville.edu](mailto:bookstore@cedarville.edu), and we will convert your rental to a purchase. Your student account will be charged for the difference in price between what you paid to rent the book and the purchase price.

## What happens if I don't contact the store and I don't return my rental?

Books not returned by the due date will be considered as lost. You will be charged for the difference between the rental price and purchase price as well as a lost fee of \$5 per book.