

# Important Information

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## Book Rental

### What if I **drop a class**?

- ✓ Bring back the un-needed book and your receipt to Lester Hall **within 2 days** of dropping the course.
- ✓ Students will be charged FULL retail value for all books not returned within the specified time frame.

### What if I **don't want Book Rental**?

- ✓ Students opting out of rental services through the university must **contact Students Accounts within 2 weeks of the term start date** requesting charges be removed.

### How do I **check in** my books?

- ✓ All rental textbooks are due back to Book Rental in Lester Hall by the specified due date listed on your **receipt**.
- ✓ Reminder emails are sent regularly to your ECSU student email account, as well as reminders posted on social media sites.
- ✓ Students will be charged FULL retail value for rental textbooks **not returned by the due date**.

### What if I want to **ship my books**?

- ✓ All shipped rental returns MUST be postmarked by the **due date**.
- ✓ Address the package to:
  - Book Rental, ECSU
  - 1704 Weeksville Road
  - Elizabeth City, NC 27909
- ✓ Make sure you include YOUR name and contact information INSIDE the package with your rental textbooks.

### What if I **miss the due date**?

- ✓ Books returned after the due date will **not** be accepted.
- ✓ Non-returned rental textbooks can be sold back to the Campus Store for 50% of their retail value.

### What if my book gets **stolen**?

- ✓ Students are responsible for rented textbooks through the entire term.
- ✓ If your rented books cannot be retrieved, students can convert their rental into a purchase prior to the due date. This avoids any non-return fees.

### What if my book gets **damaged**?

- ✓ Students are responsible for rented textbooks through the entire term; damaged books will NOT be accepted at rental check in.
- ✓ Students can convert their rental into a purchase prior to the due date. This avoids any non-return fees.
- ✓ Students have **1 week from the start of classes** to exchange any damaged books they were issued from Book Rental in Lester Hall.

**\*Operating hours of Book Rental in Lester Hall is subject to change during non-peak times. During these times, please contact the Campus Store in the Ridley Student Complex (252-335-3402)**

You can find additional details at:

[www.ECSUShop.com](http://www.ECSUShop.com)  
[www.FB.com/ECSUCampusStore](http://www.FB.com/ECSUCampusStore)  
[www.Twitter.com/ECSUCampusStore](http://www.Twitter.com/ECSUCampusStore)