

# A.S. Book Loan

CCSF Ocean Campus, 50 Phelan Ave. Student Union 104B, San Francisco, Ca 94112

Hours of Operation for August 19<sup>th</sup> – September 2<sup>nd</sup>, 2009:

Monday & Friday: 8 -5

Tuesday & Thursday: 8 - 10:30 & 1 – 5

Wednesday: 12:30 – 5

## Steps for Borrowing Textbooks

Please arrive early. The process is first come, first served.

### STEP 1

#### **Proof of Financial Aid**

Financial Aid eligibility is necessary for ALL students who would like to check textbooks on any day from August 19<sup>th</sup> through August 26<sup>th</sup>.

The Book Loan is open to all students beginning August 27.

Bring your financial aid award letter to the Book Loan Office,  
OR:

1. Type [www.ccsf.edu](http://www.ccsf.edu) into the internet address bar at the top of your homepage (there are computers upstairs in the SU lounge) click on “online admissions/registration”
2. Under “Student / Employee Login” enter your student ID number and your pin (the default pin is your 6-digit birth date, unless you have changed it).
3. click on “Student Services & Financial Aid”
4. click on “Student Account”
5. click on “View Account Summary by Term”
6. Print this page, making sure it shows the Fall 2009 semester, and bring it (or an award letter) with you to the Book Loan Office.

### STEP 2

#### **Proof of Registration**

Students must be registered in 12 units (NOT wait-list status) (DSPS students – 6 units) to borrow books from August 19<sup>th</sup> through August 26<sup>th</sup>. The Book Loan is open to students with less than 12 units beginning August 27.

1. If you are still on the “View Account Summary by Term”, click the back button on your browser twice or until you see the “Student Services & Financial Aid” menu.
2. Click on “Registration”
3. Click on “Add / Drop Classes” or “Student Detail Schedule”
4. Print your current semester schedule and bring it with you to the Book Loan Office.

### STEP 3

#### **Fill out an Application**

Applications are available in the Book Loan Office. Incomplete applications will not be accepted.

Include:

Student ID number (not Social Security Number)

Email address

Please read the entire application carefully

Sign and Date at the bottom

### STEP 4

#### **Show Valid Student ID Card**

Valid State ID or (passport is also acceptable starting August 27, 2009).

It is quick and free to obtain a Student ID card, students must go to Smith Hall room 118 and request one, and a photo will be taken.

EOPS and AB540 exempt Students are welcome to use the Book Loan this semester. Each eligible student is able to borrow up to 2 books per semester. Nursing students can borrow as many books as they need – we have enough for 6 nursing students to have all their required texts. **All books must be returned by the last day of final’s week.**

**Students will be charged late fees for books returned after the last day of finals week, and replacement fees for lost, stolen or damaged books. Holds will be placed on students’ accounts if fees are not paid.**

Currently, CalWORKS students are unable to borrow books from the Book loan.