



Faculty Textbook Loan Request – Rental, Supplemental, Distance Learning and Graduate courses

The textbook will be loaned to an instructor as a no cost loan for the current semester. If the faculty loan is not returned at the end of the semester, the department will be invoiced the replacement cost of the textbook.

*All fields must be completed.*

Name of Faculty \_\_\_\_\_

Telephone # \_\_\_\_\_ Department \_\_\_\_\_

Course Prefix, course number & CRN \_\_\_\_\_

Title of Textbook \_\_\_\_\_

Author \_\_\_\_\_ Publisher \_\_\_\_\_

Approval \_\_\_\_\_ Date \_\_\_\_\_

*Department Head Signature*

Budget Code \_\_\_\_\_ - \_\_\_\_\_

Textbook received by \_\_\_\_\_ Date \_\_\_\_\_

*Faculty Signature*

Reminder: When you return your faculty loan, please make sure you are given a receipt to close out the transaction.

Date textbook returned \_\_\_\_\_ WCU Bookstore Employee \_\_\_\_\_