



BALL STATE UNIVERSITY COMPLIANCE Book Loan Policy and Procedures – 2012-2013



POLICY:

1. The Office of Scholarship and Financial Aid will submit the list of athletes eligible for a book loan to the Ball State Bookstore (Barnes and Noble). If your name is not on the list, you will not be issued books.
2. This book allowance is applicable to **required** books only. All recommended books and supplies must be approved by the Athletic Compliance Office.
3. You are allowed to write your name, address, and phone number on the inside front cover of the book, and you may highlight information with a yellow marking pen. Do not mark the book in any other way.
4. You will be issued used books when available.
5. If you write or mark in a new book and then change the course, you will not be allowed to return it at a new book rate. (Note: Do not write in your books until you have attended the class and know you will not be dropping the course.)
6. If you fail to return your books at the close of the semester, the Athletic Department will bill you for the full amount of your charges, and you will not be allowed to charge books for the next semester until your account is paid in full. **Text books and supplies must be returned prior to the close of the business day on the last day of final exams each semester.**
7. All supplies (calculators, lab coats, combination locks, cameras, etc.) must be returned to the Athletic Compliance Office regardless of where they were issued.
8. Individuals needing to keep a text book (to complete an incomplete class, for use the following semester, etc.) or those who wish to purchase a text book or supply may do so by contacting the Athletic Compliance Office. This must be done prior to the close of the business day on the last day of final exams each semester.
9. If a book is lost, or damaged, you are responsible for the replacement value. If a book is stolen, you must file a stolen book report with the Campus Police Department. You must immediately notify Pat Quinn (5-8907) and present him with a copy of the police report. You will not be permitted to charge a second book until the report has been filed and permission is given from the Compliance Office.
10. If you add a class after the original schedule has been submitted, you must get authorization to receive the additional required text books by contacting the Compliance Office. In addition, for any class that you drop after receiving books, those books must be **returned immediately** to Barnes and Noble and the receipt presented to the Compliance Office for your file.
11. Student-athletes must be receiving a full grant-in-aid in order to receive a text book scholarship.

PROCEDURES:

1. Pick up required books at the designated location for student-athletes on the date and time assigned. All books will be pre-packaged and available at Barnes and Noble Bookstore.
2. You must have your **class schedule** and **student I.D.**, to complete the transaction. You will be required to sign for your books. The receipt must be presented to the Athletic Compliance Office (HP 148).
3. If you have added a class, you must have written verification from the Compliance Office to present to the bookstore at the time of book pickup.
4. Books should be picked up at the assigned date and time for each sport.
5. All books should be obtained from Barnes and Noble Bookstore located in the Atrium. If you should have a problem obtaining a book, or if a professor specifies another bookstore for their text, you must receive permission from the Compliance Office (HP 148). **Barnes and Noble will secure all text books for your use. Do not purchase text from any other bookstore or supplier without written authorization from the Compliance Office.**
6. Once you have attended class and received a course syllabus, review your books as required by the instructor. If you receive pre-packaged books that are not listed as required on the syllabus, you must take your syllabus and the text in question to the Athletic Compliance Office immediately. The Compliance Office will determine if your textbook is appropriate for your class per NCAA Bylaw 16.3.1. If you need required course related materials or supplies, take your syllabus and class schedule to the Athletic Compliance Office (HP 148) to receive authorization.
7. At the end of the semester you must return **all** of your text to Barnes and Noble. This will take place during **FINAL EXAM WEEK**.
8. You will be notified of the exact times and dates prior to the week of exams. All supplies (calculators, lab coats, clickers, etc.) should be returned directly to the Athletic Compliance Office.
9. If you have a question not covered with policy and procedures outlined on this sheet, contact Pat Quinn, HP 148 or 285-8907, for assistance.