

BOOKSTORE

LOAN /PURCHASE AND RETURNS POLICY

Textbooks

Loan, Purchase and Returns

Policy

Loan / Purchase Policy

You can be informed at our reception desk where you can obtain books.

Each student may choose either option **1) to purchase**, or **2) to rent**.

1 - When a student decides to purchase the textbook/s, CIT makes the order and charges the **total amount of payment of the book / books +(plus) shipping fee**.

2 - If you want to rent the textbook/s the following rules apply:

- When a student chooses to borrow the book, then the student has the right to hold the text for use throughout the semester and return it later, following the ***book return policy***.
- The rental fee for every text book is **15 €**
- At the beginning of the academic year, each student provides a **€100** deposit in his personal account. Over the €100 warranty, the student must pay **€15** for each text he/she decides to borrow at CIT.
- After the semester is closed, the student deposit of €100 will be refunded in the full amount.

One or two copies of the course book will always be available at library.

These copies **ARE FOR LIBRARY CONSULTATION ONLY**.

Return Policy

To avoid confusion, we want to make you aware of our returns policy.

Returns after completing or dropping a class.

Returns must be:

- In mint condition. (In the original form)
- Before deadline*. (**14 days from the end of the course*)

Fees will apply when the book is **LOST, DAMAGED OR MUTILATED**

- Borrowers are responsible for any loss, damage or mutilation of materials charged to them.
- Those who **underline words, deface mark, cut or mutilate** a book **will pay the full cost** necessary to replace it.

Charges for lost, damaged or mutilated books are calculated as follows:

	Lost Books	Fine per Page <i>(underline words, deface mark, cuts)</i>
Student	Full price + shipping charges	50 L
Staff/Faculty/ Others	Full price +shipping charges	50 L