

SSS/ TOP Tutor Resource Check-out Contract

Student's Full Name _____ Student ID _____

E-mail _____ Phone # _____

Course _____ Instructor _____ Term _____

Title/Edition _____

Resource Description/Number(s) _____

I understand that receiving this book loan is a privilege and requires a commitment on my part. By accepting this book loan, I commit to the following:

- Care for and return the book(s) in good condition.
- If written assignments are required (as with a lab or manual assignment), make copies of the required pages, rather than writing in the book(s).
- Assume full responsibility for the book(s).
- Not lend out the book(s).
- **Return books before the end of finals week of this term.**

I understand that should I fail to perform any of the responsibilities stated above, SSS/TOP shall place holds on my Umpqua Community College accounts, including transcripts, financial aid, registration, and any others it deems necessary. Furthermore, I understand that this is a privilege awarded to students that use program services. I realize that if I do not follow through with a continued commitment to the program I will be in jeopardy of not being able to use further resources.

X

Student

X

TOP Staff

For Staff Use Only:

Check out date: _____ Returned: _____ Staff Initials: _____