

## **Rentals and E-books**

### **Scope:**

This procedure applies to all departments offering courses at the College of Southern Maryland.

### **Overview:**

Rental books and e-books offer students significant savings.

### **Definition:**

Rental Textbooks – Students can opt to rent new and used textbooks and return them at the end of the semester at greatly discounted prices. If a title is available for rent, pricing will appear on the in-store shelf tag and online web store.

E-books – E-books are online textbooks with many interactive features that cost less than traditional books and can be accessed from multiple devices. If a title is available for in an e-book format, pricing will appear on appear on the in-store shelf tag and online web store.

### **Procedure:**

Textbooks available for either rent or in e-book format are automatically chosen by the bookstore; there is no additional step for faculty. While textbooks cannot be manually added to the rental or e-book list, they can be removed at the request of faculty.

For more information contact: Textbook Manager, ext. 4751