



RESERVING YOUR TEXTBOOKS AT VARSITY BOOKSTORE

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LUBBOCK, TEXAS 79401
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Reserving textbooks and art kits at Varsity Bookstore is smart, convenient and saves time and money!

1. **Convenience** – How do I reserve my textbooks, supplies and art kits at Varsity Bookstore?

3 options:

- A. Immediately after Red Raider Orientation, bring a copy of your schedule to a team member in the textbook department. Our team members will enter your schedule into our system for student pickups at the start of the semester.
- B. Email or Scan a copy of your schedule to Andrew@varsitybookstore.com or text@varsitybookstore.com and request pick up.
- C. Fax a copy of your schedule to (806) 771-1965.

As long as Varsity has your schedule before school starts, you will be ahead of the majority of the students.

Always include your full name, phone number, email address, estimated pick up date and your preference of textbooks (rentals, used or new).

2. **Saves Time** – Avoid waiting in long lines to pick up your textbooks or art kits. Let us know what date you plan to pick up your textbooks or art kit and we will have everything ready!

3. **Saves Money \$\$\$** - How does turning in my schedule save me money?

- First: no deposit is required.
- Second: rentals (where available) and used books (where available) are available with early requests.

Free Varsity T-Shirt – Remember to pick up your free Varsity t-shirt when you collect your textbooks. Everyone who reserves their textbooks at Varsity receives a free t-shirt (while supplies last)!

Varsity Bookstore offers more textbooks to rent. How will this work? Varsity Bookstore makes all used books available to rent! Fill out one rental form *per transaction* and bring the used books to the register. Let the cashier know you would like to rent the used books instead of purchasing.

HOW DO I PULL OR SHOP FOR MY OWN TEXTBOOKS IN VARSITY BOOKSORE?

If you would rather shop or pick out your own textbooks, that's fine too.

1. Here is the process for shopping or pulling your own textbooks and or art kits.
 - A. Print out a copy of your schedule by term or look at the schedule on your mobile device.
 - B. Look at the first course by course number, section and professor.
 - C. All textbook aisles are alphabetized. For example, Aisle 1 is ACCT (Accounting) through CE (Civil Engineering). Locate the aisle which has the textbook you require.
 - D. Go to the shelf tag with your course number, section and professor. Choose your new, used or rental textbook.

☞ **NOTE:** Make sure you get the textbooks ABOVE the shelf tag.
2. Used Rental Books – if you would like to purchase any rental textbooks, they must either have a green serialized rental sticker on the book or take the used book (yellow used sticker) to the front register.
3. Rental Forms:
 - A. If you choose to rent textbooks, fill out completely one form *per transaction* (not each book).
 - B. The form must be completely filled out so we can send you a rental reminder (via email) before the semester ends.
 - C. Rental Textbooks are due back **ONE DAY AFTER FINAL EXAMS** have ended. This is a firm policy and there are no exceptions.
 - D. If you do not return your rentals in time, you will be charged appropriate late fees. Please ask a team member if you have any questions.
 - E. Late Rental Charges and Fees – if you fail to return the rental textbooks by the due date (one day after all finals have ended), then you will be charged a \$15 rental late fee **PER BOOK** plus the book replacement fee (varies per book).
 - F. Questions – please **ASK QUESTIONS**. Varsity Bookstore team members are here to help you.
 - G. Art Kits – Take your schedule to the art department (rear of store) and either pay for the art and take it with you or put your name on the list for a later pick up date.