

About the Book Loan Service

Our collection currently holds over 2,000 books. During the 1st week of the Fall and Spring semester, students can apply for up to 3 textbooks. We will fulfill their requests within the first 3 weeks of class by either pulling the book from our collection or purchasing it. Once the application period ends, students can still request textbooks that are in our collection however, we will not purchase any new textbooks.

How do I apply?

The book loan application opens the first day of the semester and closes that Friday in order to fulfill requests as soon as possible.

Students who are in one of the following organizations should apply through the **priority application**:

- AB-540/DACA students
- Disability Programs and Resource Center (DPRC)
- Early Childhood Education Center (ECEC)
- Education Opportunity and Pathway Programs (EOP)
- Guardian Scholars Program (GSP)
- METRO
- Project Rebound
- Step to College
- TRIO/SOAR
- Veteran students

Students who are not a part of the priority organizations should apply using the **general application**. All SFSU students qualify for the general application.

[You can find the applications here!](#)

What is the expected timeline after my application is submitted?

Our staff's goal is to process your request within 1-2 weeks. You will receive an email with a Calendly link to schedule a pick up time when we have books ready for you to pick up. We purchase books that have arrival dates up to the end of the third week of classes. If this is unacceptable or you know you will need the book sooner we highly recommend either finding a temporary solution until your book arrives or not requesting the book from this service.

I missed the deadline, what can I do?

Applicants who miss the deadline for the application should email: bookloan@asi.sfsu.edu.

The email should contain your: Name, Student Id, & Textbook Details (title, author, and edition). Unfortunately, we cannot purchase any textbooks after the deadline so we will only loan textbooks that are unreserved in our collection.

I checked the catalog and I saw the book I needed. How can I request it?

Given that our collection is large, chances are that we may have an extra copy or version of the textbook you need. Come into the Project Connect Office in T-139 and ask to check out the book. Our staff will verify the book is currently available and will grab it for you.

What is the return policy?

The book loan return date is the final week of the semester. You are welcome to bring back any unneeded books early to the Project Connect office during our office hours. During the return period, we will have a drop off box outside our office for you to return your textbooks. You will be required to fill out a slip with your name and the titles of each of the books you are returning.

Project Connect Contact Information

If you have any questions or concerns, contact us at bookloan@asi.sfsu.edu or 415-405-4048.

Our office is open Monday - Thursday from 9:00am - 4:00pm, and is located on the third floor of the Student Center, T-139. Fridays are by appointment.