



# Special Populations Textbook Lending

## Application Instructions

The Textbook Lending Library is a service provided to eligible students to assist them with the financial burden of purchasing textbooks for their courses. To qualify for the Textbook Lending Program, students must be a documented member of one or more of the student groups serviced by the Special Populations Department:

1. Economically Disadvantaged
2. Students with Disabilities
3. Out of Workforce Individuals
4. Limited English Proficiency
5. Enrolled in a Non-Traditional Program
6. Single Parent
7. Homeless Individuals
8. Active Duty Dependents
9. Foster Care

### To Apply for the Textbook Lending Program:

1. Complete the Textbook Lending Application linked at the right of the Textbook Lending Program webpage.
  - *It is the student's responsibility to list all the books needed for class (s) they have applied for based on eligibility and availability.*
  - *It is the student's responsibility to ensure the correct books and materials are given by checking with the instructor or bookstore before opening materials.*
  - *Equipment such as laptops, calculators, and hotspots are also listed in the textbook lending application at the beginning of the semester. (all other inquiries are by appointment)*
2. Check your CTC Student Email for Textbook Lending team notifications.
  - *Students may or may not receive all of the books they have applied for based on eligibility and availability*
3. If approved, Sign the textbook borrower's agreement form and schedule your appointment to pick up your textbook(s) through the appointment link included in your notification email.
  - *Not all students will be eligible. Ineligible students will be notified through the Textbook Lending email to their CTC account.*
  - *Students who miss or change classes without notification will have their books re-shelved and available for other eligible students.*