



# Special Populations Textbook Lending

## Book Pick-Up & Return Process

The Textbook Lending Library is located at CTC's Marietta Campus. Students must come to the Special Populations Department suite to pick up and return their approved books.

### CTC Marietta Campus

980 South Cobb Drive

Building C – Suite 1103

Marietta, GA 30060

***Place books in the Blue Drop Box outside of the Office of Student Resources labeled lending Library (do not put laptops or equipment in the box)***

### Picking Up Approved Textbooks:

1. Once the Textbook Lending application is approved, students will receive an email prompting them to set an appointment with the link provided in the notification email from the Office of Student Resources/Special Populations Department.
  - a. *The Textbook Lending staff will need at least 48 hours to complete the application to pick-up process*
  - b. *No walk-ins will be accepted*
  - c. *CTC Student ID's are required to borrow from the Textbook Lending Program*
2. Students who miss their appointment will have their books re-shelved and available for other eligible students.

### Returning Borrowed Books:

1. Books are due back to the CTC Lending Library (located in Building C – Suite 1103 at the Marietta Campus) by the Thursday following the last day of class.
  - a. *Students who do not return their borrowed Textbook Lending books by the due date will have a hold placed on their student account.*
  - b. *Books that are returned damaged and unusable will have to be replaced by the borrower.*