

Textbook Lending Borrower's Agreement

The Special Populations Department is pleased to offer a Textbook Lending Program providing students an option to save on the cost of textbooks. The Textbook Lending Program allows Special Populations students (with a valid CTC Student ID) the opportunity to borrow textbooks for one (1) semester. Our library's textbooks are only available for select titles and in limited quantities.

By accepting a book from the Textbook Lending Library, you acknowledge your agreement to the following terms and conditions:

1. The borrower is currently enrolled in a Chattahoochee Technical College course, has a valid CTC Student ID, a member of one or more population groups serviced by the Special Populations Department, and is entering this agreement of their own free will.
2. The borrower understand the textbook(s) is the property of the Special Populations Department Textbook Lending Library and accepts the responsibility to use the textbook(s) and return the same textbook(s) to the Special Populations Department in a reusable condition (no tears, water damage, physical damage to the cover, pages, or spine, or excessive writing or highlighting).
3. The borrower understands that this is an additional service and the Textbook Lending Library will not have the books associated with every class offered at Chattahoochee Technical College.
4. The borrower understands the textbook(s) are due back to the Special Populations Department (Marietta Campus, Building C-Suite 1102) on or before the Friday following the last day of the semester.
5. The borrower understands it is their responsibility to confirm that they have applied for, and received, the correct book through the course syllabus and/or their instructor.
6. If the borrower receives the wrong book for a course, they have up to the following Monday after the first day of class to exchange the book (if the correct book is available).
7. Returning a damaged or unusable (tears, water damage, physical damage to the cover, pages, or spine, or excessive writing or highlighting) book, or losing a Textbook Lending book will result in the borrower replacing it with a new, current edition book.
8. **If the borrower fails to return the borrowed textbook(s) by the return date, they will receive a hold on their CTC account, which could prevent them from registering for subsequent classes, receiving transcripts, or completing their graduation process.**
9. The Special Populations Department is not responsible for reminding borrowers of their book return date. Any and all notifications are a courtesy. Borrowers are responsible for complying with our return policy.
10. The borrower understand that Textbook Lending books are available one semester at a time. If a borrower needs a specific textbook for more than one semester, he or she will need to return it and apply for it again the next semester.