

# Special Populations Textbook Lending

## Book Approval & Exclusions

### **Approving Textbook Lending Books:**

The Special Populations Department strives to be as fair as possible with approving and distributing textbooks through the Textbook Lending Library. To ensure that we are equitable and can service as many students as possible, we have created an award process. The Textbook Lending books will be awarded based in the following criteria:

- Perkins/Student Eligibility Qualifications
- Amount of Federal Pell Grant the student has available
- Availability of books in the Textbook Lending Library
- First come-first served scheduling

### **Exclusions & Delays of Textbook Lending Library:**

There are some exclusions that the Textbook Lending Library has to take into consideration when processing applications from CTC students.

- Online Codes & eBooks: The Textbook Lending program cannot purchase individual online codes and eBooks. A major standard of the program is that an item can be used more than once.
- Students with Holds: Students with a Textbook Lending hold on their student account will be ineligible for the Textbook Lending Program.
- Incomplete Applications: Students who do not submit a complete application, including their upcoming class schedule, will be delayed in processing.