

# Special Populations Textbook Lending

## Book Pick-Up & Return Process

The Textbook Lending Library is located at CTC's Marietta Campus. Students will need to 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 1102  
Marietta, GA 30060

### 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 Special Populations Department.
  - a. *The Textbook Lending staff will need at least 24 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 students who are eligible and in need.

### Returning Borrowed Books:

1. Books are due back to the CTC Lending Library (located in Building C – Suite 1102 at the Marietta Campus) by the Friday 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 borrower.*