

## Office of Student Resources

# 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 be eligible for the Textbook Lending Program, students must be a documented member of one or more of the student groups serviced by the Office of Student Resources:

1. Economically Disadvantaged
2. Students with Disabilities
3. Displaced Homemaker
4. Limited English Proficiency
5. Enrolled in a Non-Traditional Program
6. Single Parent
7. Homeless
8. Active Military
9. Foster Care

### To Apply for Textbook Lending Program:

1. Complete the Textbook Lending Application linked at the bottom of the Textbook Lending Program webpage.
2. Check your CTC Student Email for notification from the Textbook Lending team.
  - a. Please note: Students may or may not receive all of the books they have applied for based off eligibility and availability.
3. If approved, schedule your appointment to pick up your textbook(s) through the appointment link included in your notification email.
  - a. Students who miss their appointment without notification, will have their books re-shelved and available for other students who are eligible.
  - b. All students will not be eligible. Students who are ineligible will be notified by an email from Textbook Lending sent to the student CTC email account.