

# Office of Student Resources

## 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 Office of Student Resources Department suite to pick up and return their approved books.

### CTC Marietta Campus

980 South Cobb Drive

Building C-Suite

1103B

Marietta, GA, 30060

### Picking Up Approved Textbooks:

1. Once the Textbook Lending application is approved, students will receive an email prompting them to set up an appointment with the Office of Student Resources 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
  - d. Textbook lending borrower's agreement must be signed at pick-up
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 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 unstable, will have to be replaced by the borrower.