



ALBANY
Technical College

LENDING LIBRARY APPLICATION

PERSONAL INFORMATION

Date	Student ID#	Term	Primary E-mail			
Last Name		First Name		Phone		Credit Hours
Are you receiving Pell? Yes No		Are you a single parent/pregnant mother? Yes No		Program of Study		
Are you a Displaced Homemaker? Yes No				Do you receive Food Stamps or TANF? Yes No		
Are you in a Non-Traditional Program? (less than 25% of your gender in the classroom) Yes No					Are you a veteran? Yes No	
Is this your first time using the program? Yes No		How did you hear about the Textbook Lending Library Program?				

REQUESTED TEXTBOOKS

SUBJECT	COURSE	NUMBER	FOR OFFICE USE ONLY			
			Book Cost	Release Date	Staff Initial	Student Signature
Example: Accounting	ACCT	1101				

FOR OFFICE USE ONLY

Student is Eligible Yes ___ No ___	Eligibility Markers	Pell Remaining	Denied Reason Yes ___ Holds Pell	Number of Books Loaned	Number of Books Returned
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Albany Technical College Textbook Lending Library Application Statement

I certify that the information on this application is true and understand that any lost books must be replaced by me by the end of the semester. I am aware that a hold will be placed on my student records, if any items listed above are not returned by the end of the current semester in the same condition in which they were given. In the event that a hold is placed on my student record, I will be charged the price of a copy of the new textbook. I will not be allowed to re-register for the next term, obtain transcripts, or copies of student records and any classes that I am registered in subsequent terms will be dropped. I understand that misrepresentation or omission of information will be sufficient for rejection of the application.

Signature

Date



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LENDING LIBRARY AGREEMENT

The lending library has been established to assist special population students obtaining textbooks when other financial aid has been exhausted. By borrowing a book, you are agreeing to take care of this resource and return it in the same condition as when it was loaned to you. Any borrowed book must be returned to the Albany Technical College lending library by the last day of the semester. If you drop the class for which the book is required, you should return the book as of the date of withdrawal. Failure to return the book will result in a hold being placed on your record. This hold will prevent your registration and release of records. If the book is lost or damaged, you are responsible for the replacement value of the new book.

I understand and will abide by the terms and conditions of this agreement.

Signature: _____

Date: _____

As set forth in its student catalog, Albany Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) have been designated to handle inquiries regarding the non-discrimination policies: Title IX Coordinator, Kathy Skates, Vice President of Administrative Services, Albany Technical College, 1704 S. Slappey Blvd., Albany, GA 31701, 229.430.3524 or kskates@albanytech.edu and Section 504 Coordinator, Regina Watts, Special Needs Coordinator, Albany Technical College, 1704 S. Slappey Blvd., Albany, GA 31701, 229.430.2854 or rwatts@albanytech.edu.