

**Cultural Center
Textbook Loan Library
Frequently Asked Questions (FAQ)**

1. What is the Textbook Loan Library?

The Textbook Loan Library was started in 2003 by the Office of Diversity and Retention. It is a FREE RESOURCE available at South Seattle Community College in which students can check out one textbook per academic quarter. Textbooks may be donated by students, faculty, and staff. Donations to the Textbook Loan Library are always welcomed and valued.

2. Who is eligible to apply for a Textbook Loan from the Cultural Center?

All currently enrolled students at South Seattle Community College who have completed at least **ONE** quarter at SSCC.

3. How do I apply for a Textbook Loan?

To apply for a Textbook Loan, you must provide ALL of the following:

- A copy of your SSCC class schedule for the quarter for which you are applying, and;
- A copy of your SSCC photo identification card, and;
- A copy of your unofficial SSCC transcript, and;
- A **Completed** Textbook Loan Library Application Form

(NOTE: Incomplete applications will NOT be processed. NO exceptions)**

4. Where can I make copies of my SSCC photo ID card, class schedule and unofficial transcript?

You can make a copy of your SSCC photo ID card at the copy machine in the library or in the Student Life office (Jerry M. Brockey -JMB135) at a charge of .05cents per copy. You can print copies of your SSCC class schedule and unofficial transcript at any computer lab. You can access your class schedule and unofficial transcript by going to the South Seattle Community College website. On the left side column, click the link for student resources. Under Academic Support/ Information, there are links for class schedules and unofficial transcripts. For transcripts, you must know your student ID # and pin. Pin # is your birthday.

5. What if I don't have a SSCC photo ID card?

You can purchase a SSCC photo ID card at the Cashier's office in the Robert Smith Building for \$5.00.

6. Is it guaranteed I will receive the textbook I request?

No. Textbooks are given out starting the first day of the quarter on a first-come, first-served basis. We do not carry all textbooks. It is the students responsibility to check our Textbook Loan inventory.

7. If I turn in my application before the first day of the quarter, do I have a better chance of receiving the book I want?

No. Applications will not be accepted prior to the first day of the quarter.

8. If awarded a Textbook Loan, when will I be able to pick up the textbook?

Textbooks will be given out after your application is reviewed and approved. We will start accepting applications at **10:00am the first day of the quarter on a first come first served basis.** A designated line for the Textbook Loan Library will form in front of the Cultural Center. Because of limited inventory, it is recommended you arrive early to increase your chance of receiving your preferred choice of textbook.

9. Can another person pick up the textbook on my behalf?

No. You must be present in order to receive your Textbook Loan.

10. If I forgot to fill out a portion of my application, or I forgot to make copies of either my SSCC photo ID, class schedule, OR unofficial transcript, can I put a textbook on hold?

No. We will not put any textbooks on hold. All applications must be **complete** when you turn it in. **NO EXCEPTIONS!**

11. If awarded a Textbook Loan, when do I have to return the textbook?

Textbooks must be returned by the end of finals week (on the last day the quarter ends).

12. When returning my Textbook Loan, can another person return my textbook on my behalf?

Yes, another person can return the textbook for you, however, you will be held liable if your textbook is lost.

13. What if the Cultural Center is closed when I plan to return the textbook?

If the Cultural Center is closed, contact a staff member at (206) 764-7969 or email SSCCulturalCenter@sccd.ctc.edu. It is your responsibility to make arrangements to return the Textbook Loan in a timely manner.

14. What happens if I damage or do not return the Textbook Loan?

If the textbook has been damaged, or is not returned, the student is expected to replace the book by the last day of finals week (last day the quarter ends). Failure to return the Textbook Loan in a timely manner will result in a **HOLD** being placed on your SSCC registration and/or eligibility for future Textbook Loans may be **SUSPENDED** for a minimum of one quarter or priority will be limited to the second week of classes.

15. Am I allowed to write in the textbook I am awarded?

No. Do not make permanent marks in the textbook. Other students will be using it.

Cultural Center

Textbook Loan Library Application

(**NOTE: Incomplete Applications will NOT be processed. NO EXCEPTIONS!)
Fill out this application in blue or black ink. Please write in legible print.

SECTION 1: Personal Information

Name: _____

SSCC Student ID #: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: (Home) _____ (Work or Cell) _____

Valid E-Mail: _____

Major/Area of Study: _____

Cumulative Grade Point Average (GPA): _____ Credits Completed: _____

SECTION 2: South Seattle Community College Student Documents

The following documents must be attached.

- 1. A copy of your current SSCC class schedule
- 2. A copy of your SSCC photo identification card
- 3. A copy of your unofficial SSCC transcript

SECTION 3: Textbook Loan Requests

All boxes must be complete. Select your preferred choice of textbook. If applicable, select your 2nd/3rd choice. Include course and course number, instructor name, textbook title, textbook edition, and textbook author.

	Course and Course #	Instructor	Textbook Title and Textbook Edition	Textbook Author
<i>*Example*</i>	<i>Math 83</i>	<i>Smith</i>	<i>Algebra 5th Edition</i>	<i>Thompson</i>
Preferred Choice				
2 nd Choice				
3 rd Choice				

****NOTE:** Choice of textbook is NOT guaranteed. Textbooks will be given on a First-Come, First Served basis. Only one textbook loan per student, per academic quarter.

SECTION 4: Textbook Loan Library Student Terms of Agreement

If awarded a Textbook Loan, I agree to the following terms:

- I am a South Seattle Community College Student and I have completed at least one quarter at SSCC.
- I understand I am only allowed one Textbook Loan per academic quarter.
- I understand I must return the Textbook Loan by the end of finals week (on the last day of the quarter). I understand that failure to return the Textbook Loan in a timely manner will result in a HOLD being placed on my SSCC registration and/or eligibility for future Textbook Loans may be SUSPENDED for a minimum of one academic quarter or my priority will be limited to the second week of classes.
- I understand that if the Cultural Center is closed on the day I return the Textbook Loan, I am responsible for contacting Cultural Center STAFF to make arrangements to return the textbook in a timely manner.
- I understand that if I withdraw from classes at anytime during this quarter, I must return the Textbook Loan immediately to the Cultural Center.
- I understand that if the Textbook Loan is damaged or lost, I am fully responsible for replacing the textbook/ reimbursing the Cultural Center at the full cost of the textbook by the last day of the quarter of which I am awarded the Textbook Loan.
- I understand I am NOT ALLOWED to make any permanent marks in the textbook.
- I have read the Textbook Loan Library Frequently Asked Questions Sheet and I understand they reflect the guidelines and rules of the Cultural Center Textbook Loan Library.

Student Signature

Date

Student Name (Print)

OFFICE USE ONLY:
_____ <i>Date of Return</i>
_____ <i>Staff Initials</i>

***NOTE: This application will be returned to you when the Textbook Loan is received back. Please keep for your records. Thank you!*
-Cultural Center STAFF

Tear Here

OFFICE USE ONLY:		
_____ Textbook Loan Recipient	_____ Textbook Loan Awarded	
_____ Quarter and Year of Award	_____ Date of Check-Out	_____ Staff Initials
_____ CC STAFF Signature Upon Return	_____ Date of Return	_____ Staff Initials