

# TMCEC BOOK LOAN POLICY & REQUEST FORM

## **Policy & Book Loan Processing**

- Complete this form and include a separate **\$100 check (deposited immediately)** payable to TMCEC. **Your book loan deposit** will remain with TMCEC until all books have been returned.
- A written refund request form (page 2 of these instructions) must be completed to receive a refund.
- TMCEC will gladly transfer your deposit to each new set of books with proper written notification.
- Books must be returned **within 4 months** from the date of checkout. Failure to return all borrowed books may result in forfeiture of your \$100 deposit.

Name/Borrower on record/Responsible party	Position	Email
City representing	Phone	DEPOSIT CHECK #/AMOUNT
( ) City Check ( ) Personal Check _____		
PAYEE - FULL MAILING ADDRESS (city/state/zip)		

**Part A: (Books 1-8) REQUEST DATE:** \_\_\_\_\_ **RETURN DATE:** \_\_\_\_\_  
For TMCEC use only

1. Integrity: The Courage to Meet the Demands of Reality
2. The Loudest Duck
3. The Leaders Guide to Emotional Intelligence
4. Managing Transitions: Making the Most of Change (2<sup>nd</sup> Edition)

**Part B: (Books 9-13) REQUEST DATE:** \_\_\_\_\_ **RETURN DATE:** \_\_\_\_\_  
For TMCEC use only

5. Applied Strategic Planning: An Introduction
6. Court Management Library Series: Trial Court Budgeting  
[https://www.tmcec.com/files/1515/3142/7765/LEVEL\\_3\\_Trial\\_Court\\_Budgeting.pdf](https://www.tmcec.com/files/1515/3142/7765/LEVEL_3_Trial_Court_Budgeting.pdf)
7. 2018 Excerpt of Financial Management – Download Only:  
[http://www.tmcec.com/files/8315/2486/4099/Excerpt\\_Vesion\\_April\\_2018.pdf](http://www.tmcec.com/files/8315/2486/4099/Excerpt_Vesion_April_2018.pdf)
8. Caseflow Management – Download Only:  
<https://ncsc.contentdm.oclc.org/digital/collection/ctadmin/id/1498/>
9. Court Security for Judges, Officers & Court Personnel

**Part C: (Books 14-16) REQUEST DATE:** \_\_\_\_\_ **RETURN DATE:** \_\_\_\_\_  
For TMCEC use only

10. Hiring and firing: What Every Manager Needs to Know
11. The complete Guide to Performance Appraisal
12. The 5 Levels of Leadership: Proven Steps to Maximize Your Potential
13. Skills for New Managers
14. Manager's Toolkit: The 13 Skills Mangers Need to Succeed

**Mixed Set:** \_\_\_\_\_ **REQUEST DATE:** \_\_\_\_\_ **RETURN DATE:** \_\_\_\_\_  
For TMCEC use only

<b><u>Book #</u></b>	<b><u>Book Title</u></b>
_____	_____
_____	_____
_____	_____

Your signature below indicates you understand and agree to abide by the TMCEC "Book Loan Policy":

Signature	Date
-----------	------

## Level III Book Deposit Refund Request

**I do hereby request a refund for my "Book Deposit" which was paid to TMCEC:**

Date of check submitted: \_\_\_\_\_ Check # submitted: \_\_\_\_\_

Amount of Check submitted: \$ \_\_\_\_\_

### **Refund Information**

Name of Borrower: \_\_\_\_\_

Primary City Represented: \_\_\_\_\_

Payee's Full Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Position:**

☐ Judge      ☐ Court Administrator      ☐ Court Clerk      ☐ Prosecutor      ☐ Bailiff/Warrant Officer  
☐ Other: \_\_\_\_\_

Mail completed form to:  
TMCEC  
2210 Hancock Dr.  
Austin, TX 78756  
Email: [tracie@tmcec.com](mailto:tracie@tmcec.com)

## For TMCEC Use

### **For use by TMCEC**

**I have reviewed the payment records and request the following refund check be cut and remitted as requested above:**

Amount: \$ \_\_\_\_\_ TMCEC refund check #: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TMCEC Staff Signature

Printed name

Date