

# 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.

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

## The following books are available for loan:

1. Integrity: The Courage to Meet the Demands of Reality
2. The Loudest Duck
3. Managing Transitions: Making the Most of Change (2<sup>nd</sup> Edition)
4. Applied Strategic Planning: An Introduction
5. Hiring and firing: What Every Manager Needs to Know
6. The complete Guide to Performance Appraisal
7. The 5 Levels of Leadership: Proven Steps to Maximize Your Potential
8. Skills for New Managers
9. Manager's Toolkit: The 13 Skills Mangers Need to Succeed

REQUEST DATE: \_\_\_\_\_ RETURN DATE: \_\_\_\_\_  
For TMCEC use only

## Book Title(s) Requested

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

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Signature	Date
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