



## INSTRUCTIONS FOR COMPLETING LENDING LIBRARY APPLICATION

Please list all books you wish to borrow along with the requested information.

- After completing the request, save the file as a Word file using your first and last name as the file name.
- Send the saved file as an email attachment to the appropriate campus coordinator listed below:

### Lending Library Coordinators

- **Swainsboro Campus:** Emily Jarrell - [ejarrell@southeasterntech.edu](mailto:ejarrell@southeasterntech.edu)
- **Vidalia Campus:** Jeannie Morris – [jmorris@southeasterntech.edu](mailto:jmorris@southeasterntech.edu)

### INSTRUCTIONS FOR FINDING BOOK INFORMATION:

Go to the STC homepage [www.southeasterntech.edu](http://www.southeasterntech.edu)

Click "Current Students"

Click "Bookstore"

Scroll down to the current semester book list and select the campus

Scroll down until you find your course along with the textbook information

### DEFINITIONS

#### **Single Parent/Single pregnant:**

A person who has custody or joint custody of at least one dependent child: You may be divorced, widowed, legally separated, and never married or a person who is single and pregnant.

#### **Out-of-Workforce Individual:**

A person who is unemployed but has worked providing unpaid services for a home and family and any one of the following:

- (1) Diminished marketable skills.
- (2) No longer eligible for public assistance due to age of youngest child.
- (3) is under-employed and finding it difficult to find or upgrade employment.

#### **Non-Traditional Program:**

Enrolled in a program that is comprised of 25% or less of one gender: example: Men in nursing or women in welding.