

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. Organizing Your Workspace: A Guide to Personal Productivity (Revised Edition)
2. Leadership When the Heat is On (Revised Edition)
3. Applied Strategic Management: How to Develop a Plan that Really Works
4. Managing Transitions: Making the Most of Change (2nd Edition)
5. Team Players and Team Work
6. Hiring and Firing: What Every Manager Needs to Know (Revised Edition)
7. Dynamics of Diversity: Strategic Programs for your Organization
8. The Complete Guide to Performance Appraisal

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

9. Court Management Library Series: Trial Court Budgeting
10. Texas Municipal Courts Financial Management Handbook
11. Protecting Court: A Practitioner's Guide to Court Security
12. How Full is Your Bucket?
13. Caseflow Management: The Heart of Court Management in the New Millennium

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

14. Manager's Toolkit: The 13 Skills Mangers Need to Succeed
15. Skills for New Managers
16. The 5 Levels of Leadership: Proven Steps to Maximize Your Potential

Mixed Set: _____ **REQUEST DATE:** _____ **RETURN DATE:** _____
For TMCEC use only

Book #	Book Title
_____	_____
_____	_____
_____	_____
_____	_____

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

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