

**CENTRAL TEXAS CHAPTER
Level III Book Loan Policy & Request Form**

Book Loan Policy:

- Complete this form and email to Education Chair, Mara Dudley, at mdudley@cityofllano.com. If you have any questions, please call her at 325.247.1928.
- Only one set of books may be checked out at one time. Return of previous set must be receipted before next set can be checked out.
- Book sets can only be picked up at Chapter meetings, unless previously approved accommodations have been made with the Education Chair.
- Books must be returned within 3 months from the date of checkout. A written request for a 1-month extension will be honored provided a clerk is not waiting for the set. Failure to return all borrowed books may result in loss of future check-out privileges and you will be asked to reimburse the Chapter for the replacement cost.
- Do not highlight or place any other markings in the books. Do not bend down the pages or otherwise damage the books.

<hr/> NAME OF BORROWER/RESPONSIBLE PARTY	<hr/> POSITION
<hr/> COURT REPRESENTING	<hr/> WORK PHONE
<hr/> PERSONAL ADDRESS	<hr/> PERSONAL EMAIL
<hr/> CELL PHONE	<hr/> WORK EMAIL

Part A: (Books 1-4) REQUEST DATE: _____ RETURN DATE: _____

<ol style="list-style-type: none"> 1. Integrity: The Courage to Meet the Demands of Reality 2. The Loudest Duck 3. The Leader’s Guide to Emotional Intelligence 4. Managing Transitions: Make the Most of Change (2nd Edition) 	for CTC use only
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Part B: (Books 5 & 6) REQUEST DATE: _____ RETURN DATE: _____

<ol style="list-style-type: none"> 5. Applied Strategic Planning: An Introduction • Court Management Library Series: Trial Court Budgeting- Download: http://tmcec.com/files/1515/3142/7765/LEVEL_3_Trial_Court_Budgeting.pdf • 2018 Excerpt of Financial Management – Download: http://tmcec.com/files/4015/2657/1686/Excerpt_Financial_Handbook_5-17-18_Web_Version.pdf • Caseflow Management – Download: http://tmcec.com/files/4615/3142/8005/Caseflow_Management_NCSC.pdf 6. Court Security: For Judges, Officers and Court Personnel 	for CTC use only
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Part C: (Books 7-11) REQUEST DATE: _____ RETURN DATE: _____

<ol style="list-style-type: none"> 7. Hiring and Firing: What Every Manager Needs to Know 8. The Complete Guide to Performance Appraisal 9. The 5 Levels of Leadership: Proven Steps to Maximize Your Potential 10. Skills for New Managers 11. Manager’s Toolkit: The 13 Skills Managers Need to Succeed 	for CTC use only
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Mixed Set REQUEST DATE: _____ RETURN DATE: _____
Loaned on a case by case basis, based on availability. Maximum # for mixed set is 3 for CTC use only

Book #	Book Title

Your signature below indicates that you understand and agree to abide by the Central Texas Chapter “Book Loan Policy”.

Signature Date