

ACC's Support Center Textbook Collection - FAQ

What is it?

It is a collection of textbooks selected for classes offered in workforce programs. These textbooks are purchased by the ACC Student Support Center through a grant to assist certain student groups to gain access to required textbooks. The majority of ACC textbooks ARE NOT in this collection. **You cannot request a textbook online or by phone.** The best way to request a book is to go in person to the campus library closest to you.

Books are in limited supply and students should not depend upon this source for their required textbook.

See a list of all titles in ACC's Support Center Textbook Collection. (<http://library.austincc.edu/eresources/textbooks>)

Who can use it? ... You can, if you are eligible...

When:	Who is eligible:
Before classes start	Only Student Support Center clients in the Early Access Group are eligible. Visit with staff in a Student Support Center BEFORE the semester begins to determine your eligibility. Eligible students will receive information and required forms to begin the process.
During the first week of classes	Students in any Workforce Program <i>may be eligible</i> . Visit with staff in a Student Support Center BEFORE the semester begins or DURING THE FIRST WEEK OF CLASSES to determine your eligibility. Eligible students will receive information and required forms to begin the process.
After the first week of classes	All currently enrolled ACC credit students who have no outstanding student holds on their library record are eligible. <i>First come, first served.</i>

Are all ACC textbooks in the collection?

No, only textbooks purchased by the ACC Student Support Center through a grant to assist certain student groups to gain access to required textbooks are in this collection. You can check the list of textbooks by title yourself in the Library Catalog. See the section below ***How can I check to see if a textbook is available?*** for more information.

Where can I find out what textbooks I need?

BE SURE TO KNOW WHICH TEXTBOOK TO GET. Different sections of the same course may use different textbooks or different editions of textbooks, depending upon what the instructor has selected.

The quickest way to find out which textbooks you need is to consult your Online Services pages.

-) Go to Online Services. (<http://www.austincc.edu/onlineservices/>)
-) Select "Current Students".
-) Log In with your ACCeID and password.
-) Under Academic Profile, choose "My Textbooks".

Textbook information is available also at the official ACC campus bookstore or from your professor, their syllabus or their website or Blackboard page.

Whom do I call if I have questions?

Please call or email the Support Centers if you have questions about the textbook collection, your eligibility or any lost or overdue textbooks. You may also visit their home page at (<http://www.austincc.edu/supcntr/>).

Cypress Creek Campus (phone 512-223-2205)
Eastview Campus (phone 512-223-5214)
Elgin Campus (phone 512-223-9415)
Hays Campus (phone 512-410-1864)
Highland Campus (phone 512-223-7344)
Northridge Campus (phone 512-223-4845)

Pinnacle Campus (phone 512-223-8111)
Note: There is no Support Center at RGC.
Riverside Campus (phone 512-223-6026)
Round Rock Campus (phone 512-223-0032)
South Austin Campus (phone 512-223-9161)

What must you bring to the library to check out textbooks?

The best way to request a textbook is to go in person to the *campus library closest to you.*

During the week before classes and the first week of classes: **ONLY** eligible students **must take the authorization form you receive from the Support Center** and an **ACC photo ID** to any ACC Library.

Note: RGC does not have a Support Center, so you must go to any other ACC campus to get an authorization form.

After the first week of class: Any currently enrolled ACC credit students who have no outstanding holds on their library record can check out textbooks from the collection with an **ACC photo ID**. *First come, first served.*

How can I check to see if a textbook is available?

The Library has a list of the Textbook Collection in alphabetical order by title that you can check. (<http://library.austincc.edu/eresources/textbooks/>) Or, Search the library's catalog (<https://alicat.austincc.edu>) by title or by author. For more information, see this online page: <http://library.austincc.edu/gen-info/Services/ss-txtbk.php>

Can textbooks be sent to my campus or held for me at HLC?

You must go to a library in person to request an available textbook during your eligibility period. Students cannot request or reserve a textbook online through their library account or over the phone. However, students should first check the Textbook Collection list (<http://library.austincc.edu/eresources/textbooks/>) or through the library catalog (<https://alicat.austincc.edu>) to see if the textbook is available.

It usually takes two weekdays for a book to arrive at your campus. Or, the librarian can call Highland and the book will be held for you to pick up there.

How many textbooks can I check out and for how long?

Students may check out up to five textbooks unless otherwise authorized by the Support Center.

Textbooks from this collection are due the last day of your classes. All other textbooks which may be on reserve or happen to be in the regular collection have a shorter checkout period. Be sure to note the date due.