

**TBR/UT UNIVERSAL BORROWERS CARD INITIATIVE**  
SURVEY OF LENDING POLICIES AT PARTICIPATING TBR/UT LIBRARIES

**Name and Address of Library:**

Motlow State Community College  
Crouch Library  
Ledford Mill Road, Dept. 400  
PO Box 8500  
Lynchburg, TN 37352-8500  
[www.mscc.cc.tn.us/library](http://www.mscc.cc.tn.us/library)

**Contact for TBR/UT Borrowers Cards:**

**Name:** Sue Szostak  
**Email:** [sszostak@mscc.cc.tn.us](mailto:sszostak@mscc.cc.tn.us)      **Phone:** 931-393-1663

**Contact for TBR/UT Borrowers Card Billing Process:**

Same as Above

**Maximum Number of items each user may borrow:** 2

**Maximum Number of renewals allowed per item:** 2

**Length of Loan:**

**Books:** 21 days      **Renewable?** Yes  
**Periodicals:** In House Use Only

**Are overdue fines charged? Yes**

**Fine charged per day:** \$0.10  
**Maximum fine charged:** \$10.00

**Overdue notice and billing policy for TBR/UT Borrowers:**

4 overdue notices are sent to the patron before billing.  
At the end of each semester, a bill is sent to the patron for the standard replacement cost per item of \$40.00 and a processing fee of \$10.00 per item.

**Are other library services available to holders of TBR/UT cards from other schools?**

**Access to Reserve Collection:** Yes  
**Access to Interlibrary Loan Service:** Yes  
**Access to Computer Labs:** Yes

**Any other policy information:**

None