

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

Name and Address of Library:

Southwest Tennessee Community College Library
Parrish Library Union Campus
PO Box 780
Memphis, TN 38101-0780
www.southwest.tn.edu/library

Contact for TBR/UT Borrowers Cards:

Name: Dawna K. Petty
Email: dpetty@southwest.tn.edu **Phone:** 901-333-5181

Contact for TBR/UT Borrowers Card Billing Process:

Same as Above

Maximum Number of items each user may borrow: 5

Maximum Number of renewals allowed per item: 1

Length of Loan:

Books: 28 days **Renewable?** Yes
Periodicals: 0 days
Other: VHS & DVD - 3 day loan, Audiocassettes & Sound Recordings - 7 day loan

Are overdue fines charged? Yes

Fine charged: Books & Audiocassettes - \$1.00; VHS & DVD - \$2.00
Maximum fine charged: Books & Audiocassettes - \$1.00; VHS & DVD - \$12.00

Overdue notice and billing policy for TBR/UT Borrowers:

4 overdue notices are sent to the patron before billing.
Once an item is 60 days overdue, a bill is sent to the patron for the replacement cost of the item as determined by BIP or other standard source 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: No
Access to Computer Labs: Yes

Any other policy information:

None