

**Teacher Curriculum Center  
Community User Summary/Agreement**

**LOAN PERIODS AND ITEM LIMITS:** Most TCC materials circulate for 14 days unless the materials are on “reserve” for a class. Community Card holders have a 10 item limit.

**RENEWALS:** Items can be renewed one time by phone or online. Items may be renewed using the University Library telephone renewal line (818-677-4745) or by visiting <https://library.csun.edu/Services/RenewEmail>. Contact the TCC Desk (818-677-2501) for further assistance.

**COMMUNITY USER CARD:** The TCC Community User Card is a courtesy borrowing card for the TCC collection. It can be purchased for the annual fee of **\$25.00\***, payable in cash or a check made out to CSUN. The card is **non-transferable or refundable**. The card can be renewed upon payment of annual fees. The card remains the property of the Oviatt Library of California State University, Northridge and must be surrendered upon request.

**RULES OF RESPONSIBILITY:** Card holders are personally responsible for all obligations incurred by the use of the Community User Card. **IT IS THE PATRON’S RESPONSIBILITY TO INSPECT ALL ITEMS PRIOR TO CHECKOUT AND REPORT ANY LOSS OR DAMAGE TO TCC PERSONNEL. PATRONS MUST RETURN TCC ITEMS TO THE TCC/MUSIC AND MEDIA SERVICE DESK DURING REGULAR HOURS OF OPERATION.** Excessive use and replacement fees must be paid promptly when billed. Failure to do so will result in the loss of TCC borrowing privileges and possible legal action.

**TEACHER CURRICULUM CENTER FEES\*:**

- Excessive use fees: 15 cents per day per item for each item
- Lost TCC materials: \$115.00
- Community User Card replacement fee: \$5.00

\*Fees are subject to change without prior notice

*I have read and understand the above:*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**For office use only:**

\_\_\_\_\_  
Depositor #

\_\_\_\_\_  
Barcode

\_\_\_\_\_  
Date on Alma

Renewal dates and initials:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>PAID</b>	
Date	_____
Cash	_____
Check #	_____
Initials	_____