

**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 University 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:

PAID

Date _____
Cash _____
Check # _____
Initials _____