

**Brown Mackie College—Cincinnati Campus Library**  
**Direct Lend Policies for SWON Member Libraries**

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**General Information**

Direct lend privileges are reserved exclusively for students, staff and faculty of Brown Mackie College—Cincinnati Campus. The Library also extends ILL privileges to SWON member Libraries.

**Privileges:**

- *Check-out limit: None.*
- *Loan Period: 2 weeks, renewable*
- *Renewals: Via phone, email, or in person*
- *Database Access: Limited to enrolled students, faculty and staff*
- *Library Hours: 8 am-9 pm M, Tu, Th; 8 am-4 pm Wed; 8am-5 pm Fri.*

**Internet Policy**

*Computer use is privileged to students doing coursework. Only enrolled students, faculty and staff may use computers. Internet filters apply and do block sites randomly.*

**Overdue Notifications**

*Overdue notices are not currently sent. It is the responsibility of the patron to return or renew items in a timely manner. Fines accrue at the rate of 10 cents per day. Materials not returned within 90 days of due date will result in a replacement bill. Replacement costs are billed at cost per item and will incur a \$5.00/item overdue charge if returned.*

**Contact Information**

If you have questions about direct lending at *Brown Mackie College Cincinnati Campus Library*, please contact:

Melanie Moon  
Head Librarian  
Brown Mackie College Cincinnati Library  
[mmoon@brownmackie.edu](mailto:mmoon@brownmackie.edu)  
513-771-2424, ext. 1595