



Thomas More College Library **Direct Lend Policies for SWON Libraries Members**

General Information

SouthWest Ohio and Neighboring Libraries (SWON) patron may receive borrowing privileges with proper ID from a SWON member library and personal identification, such as a driver's license.

Privileges:

- *5 item check-out limit*
- *3 week loan period*
- *3 Renewals*
- *On-site public access terminals for online catalog searching only*
- *Library Hours: 8:00am – 10:00pm Monday –Thursday, 8:00am to 4:30pm Friday, 10:00am- 4:00pm Saturday and 2:00pm -8:00pm Sunday.*
*****Hours change for summer*

Privileges do not include: Audio-Visuals or ILL borrowing.

Internet Policy *Internet access is only available to Thomas More College faculty, staff and students.*

Overdue Notifications *If you are late in returning your Library materials, you will receive three overdue notices. Overdue fines on circulating materials are assessed at the rate of 10 cents per day per item and accumulate every day that the Library is open. The maximum fine that will be charged for any overdue item is \$10.00. Charges for lost or irreparably damaged materials are based on the replacement cost plus a \$10.00 processing fee for each item. If a lost item is returned before the Library has ordered a replacement copy, the Library will reimburse the patron for the amount billed minus the overdue fine.*

Contact Information *If you have questions about SWON Libraries direct lending at the Thomas More College Library, please contact:*

Joyce McKinley
Circulation Supervisor
Thomas More College Library
859-344-3300
[*Joyce.mckinley@thomasmore.edu*](mailto:Joyce.mckinley@thomasmore.edu)