



ARCHDIOCESE OF CINCINNATI MEDIA CENTER

www.catholiccincinnati.org/oec

Direct Lend Procedures for SWON Libraries

The Archdiocese of Cincinnati Media Center is open to the public Monday through Friday from 8:30 a.m. to 4:00 p.m. Patrons are requested to sign in at the reception desk upon arrival. A photo ID (driver's license) is required to check out materials.

Ordinarily the booking time for media is 7-10 days. Extension on usage time is dependent on availability. Books may be borrowed for four weeks.

A previewing station complete with TV, VCR and DVD player is available in the Media Center.

If a patron is a member of an institution with a current Media Center contract, there is no charge for checking out media. Annual renewable contracts for \$50.00 permit members unlimited use of media during the contract year. Rental fees per item for non-contract holders include:

VHS Tapes/DVDs	\$3.00
CD Roms	\$3.00
Music CDs	\$1.00
Books	No charge

Monthly invoices are sent for charges incurred.

Overdue fines are \$2.00 per day for media and ten cents for books. There is no charge for days when the Media Center is closed. Overdue charges apply to contract and non-contract holders.

For further clarification or information please contact:

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Media Center
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