

Tarrant County College Libraries

Circulation Guidelines

Valid Borrowers

TCC Affiliated

- The TCC ID card is also the library card and is required to check out library materials.
- There may be equipment or materials for which an additional photo is required. An additional agreement form may also be required for some equipment (e.g. laptops).
- Students' accounts are active the first day of each semester.
- If proof of registration for the next semester is shown, borrowing privileges between semesters may be extended by overriding the expiration date in Alma.
- Current, full-time faculty/staff records do not expire.

Courtesy and TexShare Borrowers

- Residents of Tarrant County who are not affiliated with TCC may obtain a Courtesy Borrower Card by presenting a valid state or federally issued photo ID. A utility bill must accompany an out-of-state license.
 - *Texas Driver License (DL) or Identification (ID)*
 - *Certificate with photo, must be within two years of expiration date*
 - *Unexpired U.S. Passport book or Passport card*
 - *United States Citizenship Certificate or Certificate of Naturalization with identifiable photo (N-560, N-561, N-645, N-550, N-55G, N-570 or N-578)*
 - *Unexpired U.S. military ID card for active duty, reserve or retired personnel with identifiable photo*
 - *U.S. Citizen Identification Card (I-179 or I-197)*
- Courtesy borrowers who do not live in Tarrant County must present a TexShare card in addition to the above requirements.
- A Courtesy Borrower Card expires the first day of the semester following its issue.
- Courtesy Borrowers may use any TCC campus library.

Loan Periods

- Overdue notices are sent as a courtesy and failure to see it does not negate borrower's responsibility.
- Loan periods are set by the individual campus libraries for various items, based on the needs of each campus.

Responsibility

- Borrowers are responsible for returning borrowed materials on the due dates.
- It is the responsibility of the borrower to monitor library transactions through the online catalog and to have a current email address on file.
- Books and A/V items may be returned to any campus library or TCC book drop.

- Specified items must be returned to the circulation desk of the library from which the item was originally borrowed.
- Borrowers are responsible for all materials checked out on their accounts, including liability for loss, theft, or damage and will be charged the replacement cost for any unreturned items.
- Failure to return materials or pay fees will result in the loss of library privileges and/or other appropriate actions including student record holds and/or legal remedies.

Stolen Items

- If an item belonging to the library is stolen from a borrower, the borrower should report the theft immediately to the library.
- The borrower is responsible for the replacement cost of the item in all circumstances.

Created in accordance with Tarrant County College Board Policy Manual FD Local "Upon recommendation by the Chancellor, tuition and fees shall be set annually by the Board..."