

## **IMPORTANT LIBRARY NOTICE**

### **Resumption of Library Drop Off and Pick Up Service**

This is to advise that the **Library Drop Off and Pick Up Service** resumes from Monday 13th September, 2021 and is available daily from 8:00 a.m. to 6:00 p.m. until further notice. The *service* is available to all library users (students/staff) who wish to borrow loanable print books.

Items may be borrowed from and returned to any campus library:

- *Exception:* RES items - these are to be returned to the library from which they were borrowed and may not be.

### **PROCEDURES FOR USING THE *Book Drop Off and Pick Up Service.***

#### ***Library Users should:***

- Request items they wish to borrow by calling from 8.30 a.m. to 3.00 p.m. on weekdays) or emailing the library (<https://utt.edu.tt/library/pages/763>), or by placing an online hold on the [Library Catalogue](#)

For more information on how to use the catalogue, see

<https://utt.edu.tt/uploads/Using-the-UTT-Libraries-Catalogue-FINAL.pptx>

- Confirm the date that they will collect the items, when informed by library staff that the items are ready for pick up.
- Present their UTT ID card to the Security Officer at the Walk-In Security Booth when collecting the items.
- Confirm the collection of each item by signing the *Book Drop Off and Pick Up Service Form* at the Walk-In Security Booth.

- Return items at the Walk-In Security Booth Library Drop Off Box in accordance with the due date.
- Pay all fines due for the late return or loss of items via the University's payment methods in use by the Student Accounting Department.

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**NOTE:** Items not collected at the date specified by the library user, are liable to be returned to the library shelves. If the item is still needed, the library user will have to request it again.

Brenda James (Ms.)  
Chief University Librarian (Ag.)