

UTT LIBRARIES

BOOK DROP OFF/ PICK UP AND RETURN SERVICES

The Library's *Book Drop Off/Pick Up Service and Return services* are available to all library users (students/staff) who wish to borrow loanable print books and return items. This service comes into effect from Monday, 7th September, 2020 and is available daily from 8:00 a.m. to 6:00 p.m. until further notice.

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.

PROCEDURES FOR USING THE *BOOK DROP OFF/PICK UP SERVICE*.

Library Users should:

1. Request items they wish to borrow by calling or emailing the library, or by placing an online hold on the [Library Catalogue](#)
For more information on how to use the catalogue, see [Search the Library Catalogue](#)
2. Confirm the date that they will collect the items, when informed by library staff that the items are ready for pick up.
3. Present their UTT ID card to the Security Personnel at the Walk-In Security Booth when collecting the items.
4. Confirm the collection of each item by signing the *Book Drop Off/Pick Up Form(s)* at the Walk-In Security Booth.
5. Return items at the Walk-In Security Booth assigned Library Drop Off Box in accordance with the due date.
6. Pay all fines due for the late return or lost 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.