



Library Services for the Deaf and Hard of Hearing

Service, Education, and Community for Tennesseans

615 Church Street • Nashville, Tennessee 37219

(615) 862-5750 • 800-342-3262 Fax: (615) 862-5494

Website: <http://tndeaflibrary.nashville.gov> • Email: dhoh@nashville.gov

Rules For Borrowing

For Tennessee Residents Living Outside Nashville/Davidson County

Eligibility

Any resident of Tennessee who has completed and returned a library application, and provided proof of residency to the Library Services for the Deaf & Hard of Hearing. (This means ANY person - hearing, hard of hearing, deaf or deaf-blind.)

Hours of Service

Monday - Friday

9:00 a.m. - 5:00 p.m.

(Central Time)

Telephone Numbers

Nashville: (615) 862-5750

Tennessee: (800) 342-3262 (Toll Free)

Videophone: (615) 290-5211

Fax: (615) 862-5494

If we are unable to answer the phones
PLEASE LEAVE A MESSAGE!

Website: <http://tndeaflibrary.nashville.gov>

Email: dhoh@nashville.gov

Loan Period

Items may be borrowed for 3 weeks

(Look for "Due Date" slip in your box of materials)

Renewals

Two renewal is allowed only if there are no "holds" placed on the items

Payment of Lost Items:

1. Make check Payable to: **Nashville Public Library**
2. Place check in a well marked envelope inside the box you are returning or mail it to us at the address above

Instructions

Application

1. Complete and submit application by mail, fax, or email.
(If you downloaded the application from our website, please send picture identification with current address - we shred after verification)
2. Shipping Address is required to be a location with a person present

Borrowing Procedures

1. Call us to request materials
2. Upon receipt of the box, look for "Due Date" slip and mark your calendar!
3. Keep the box the materials are shipped in (unless it is damaged)
4. **Call us ON or BEFORE the due date to avoid overdue charges!**
5. We will notify UPS to pick up the box from you.
6. Put the materials back in the box they were shipped in and tape it with good shipping or strapping tape (no cellophane, masking or duct tape)
7. UPS will bring the return mailing label
8. Give the box to UPS ONLY WHEN THEY ASK FOR IT! (They have the label.)

UNDER NO CIRCUMSTANCES may you leave the materials outside for UPS to pick up!

YOU are responsible for all materials borrowed - from the time UPS drops them off until they pick them up from you. LSDHH accepts NO responsibility for damage caused by the use of our materials.