



PIERCE
COLLEGE
Library and Media Services
Operational Policies and Procedures

Borrowers

Policy

Pierce College Library loans materials to currently registered students, staff and faculty, currently registered students at other Washington State Community/Technical Colleges, Central Washington University Extended Learning Program, Evergreen State College, Eastern Washington University students enrolled in the Dental Hygiene Baccalaureate program, students at Medicine Creek Tribal College, and community members who reside in the District.

Photo ID is **REQUIRED** for all checkouts. The Library prefers Pierce College students have a Pierce College Student Picture ID, although other forms of picture ID will be accepted.

Patrons may check out the following items per day: (for a total of 20 items checked out at any one time.)

*Community Borrowers may have 2 items (books and magazines only) checked out at a time.

Item Type	Check-out period	How many	Patron Type	Fines
Books	21 days, 1 renewal	5 items/day	*All	None
Magazines	3 days, 1 renewal	5 back issues/day	*All	None
Telecourse Materials	3 days, 1 renewal	2 videos/day 2 audios/day	Enrollment in telecourse required	\$3.25/day
Videos Circulating	3 days, no renewal	1/day	Students/Faculty/Staff	\$3.25/day
Videos Non-Circulating	2 hours/library use only	1 at a time	All	\$3.25/day
Interlibrary Loans	Loan period determined by lending library		Student	\$1.00/day
Recalled Item/s	N/A	N/A	All	\$0.50/day Maximum
Damaged Item/s	N/A	N/A	All	\$7.50 or Replacement/ processing fee
Reference	Determined by	Determined by	Determined by Librarian	\$3.25/day

Material	Librarian	Librarian		
RESERVES				
Library Use Only	2 hours	1 at a time	Students registered in specific class only	.25/hr or \$3.25/day
Other reserves	Varies per faculty member instructions	Varies per faculty member instructions	Students registered in specific class only	\$3.25/day
Calculators	One quarter	1 per quarter	Students registered in specific class only	\$1.00/day (See Rental Agreement)
PSYCH.TREK (DVD) PY only	One quarter	1 per quarter	Students registered in specific PY class only	\$1.00/day (See Rental Agreement)
Student Projection Units	Class period	1/class	Students	\$5.00/hour (See Rental Agreement)
Equipment	2 hours/library use only	1 at a time	All	.25/hour

Grades, transcripts, and any changes in class schedules (drops, adds, etc) will be blocked if a student has any materials due after the close of business on the last day of the quarter. Library check-out will be blocked until library materials and fines from previous quarters are either returned and/or paid.

Students may continue to check out library materials as long as the late fine/fee was applied during the current quarter. However, grades and transcripts will be blocked the day the fine/fee begins. The Circulation staff may block a patron's check out privileges if their fines and fees are large. (The amount to be determined by the circulation staff. Patron record will be documented.)

Check out of Library Materials between quarters

Patrons may check out 2 circulating books or periodicals between quarters; normal loan periods and fines/fees apply. This check out may occur only during the last week of the quarter. Students will need proof of registration for the upcoming quarter. If they have not yet registered they may check out the material as a Community Borrower in which case proof of address will be required. (Address zip code must be listed on the approved District zip code list.)

Delinquencies and Replacement Billings

One overdue notice is sent 3 days after the due date for all materials. Fine/Fee Notices are sent 21 days after the overdue notice. If there is no response, accounts owing \$50 or more will be referred to a Collection Agency.

Once an item has been paid, no refund is given. If a patron finds the lost item at a later date, it belongs to the patron who has paid for it. If a lost/damaged item is found on the library shelves after a replacement bill is paid and it is determined to be the library's error, a refund will be given.

Faculty and staff borrowers

Item limits (including those for videos) do not apply. Overdue notices are sent on the same schedule as all other borrowers. Faculty/staff are responsible for replacement cost of lost/damaged items. Copies of Replacement bills for faculty and staff may be sent to the Dean of the Library/Media Services for further action. Staff and (part-time) faculty members must clear the library upon leaving Pierce College. All overdue/replacement fines must be resolved before the clearance is signed.

Revised: Fall 2007