



**Pierce College Library and Media Services
Operational Policies and Procedures**

Library Debt

Policy:

Pursuant to college policy (Withholding Services for Outstanding Debts), Library/Media patrons with a block on their account due to outstanding debts will be barred from receiving transcripts and grade reports, registering, waitlist, and dropping classes until the debt has been paid.

Procedures:

When a patron reports a lost item from the library collection, library staff at both campuses (FS and PY) will check the shelves to make sure the item isn't on the shelves. Since a picture ID is required for each checkout, the patron is responsible to replace the item.

Video exceptions: patron contacts the library reporting a lost video/DVD. The overdue fine will end at that time, but must be paid by the end of the quarter the item was declared lost. Staff will change the item status to "Lost Library Applied" explain the policy to the patron, and document the patrons' record. The overdue fine will be added to the replacement and processing fee and entered in their record. If the lost Video/DVD is not paid by the end of the quarter the item was declared lost normal late fees of \$3.25/day will begin the day after the quarter ends.

Full payment with cash or check can be made at the library, with the exception of items gone to collections. The library cannot take back any items once it has gone to collections. Other types of payment may be done at the cashier's office during business hours. Student record and registration blocks will remain in effect until the entire debt is paid in full.

Patrons may appeal to the Library Director or the Vice President of Administrative Services for consideration of special or extenuating circumstances regarding their debt.

Date: April 19, 2006

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