



PIERCE
COLLEGE
Library and Media Services
Operational Policy and Procedures

Distance Learning

Policy

Distance Learning course materials are loaned only to students currently registered in the telecourse. Two audio or video telecourse tapes per class may be checked out at a time. For classes requiring audio and video tapes, a student is allowed to check out two audio and two video tapes at a time. If the student is enrolled in more than one telecourse, he/she may check out two tapes per class.

Photo ID is **REQUIRED** for all checkouts.

Distance Learning items are checked out for three days. Because of the high demand of these items, they cannot be renewed. Late fines are \$3.25 per day per item. The replacement cost for lost or damaged videos is \$20.00 plus a \$15.00 processing fee. Replacement cost for audio tapes is \$15.00 plus \$15.00 processing fee.

Adopted: July 25, 2006