

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

Borrowers Policies

Policy: We loan materials to currently registered students of Pierce College, staff and faculty, currently registered students at other Washington State Community/Technical Colleges, students of Central Washington University, Eastern Washington University students enrolled in the advanced Dental Hygiene, and Theatre classes, students at Medicine Creek Tribal College, and members of the community.

For Pierce students and staff, a Pierce College Photo I.D. is REQUIRED for all checkouts. Students from other colleges need to show a picture I.D. of the college that he/she is enrolled at. Community members will show a drivers license or other official document with a picture. Faculty can show any picture I.D. when checking out materials.

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 & 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	7 days, 1 renewal	5 back issues/day	*All	None
Telecourse Materials	7 days, no renewal	2 videos/day 2 audios/day Or 1 DVD/day	Enrollment in telecourse required	\$1.00/day
Videos Circulating	7 days, no renewal	1at a time	Students/Staff Faculty- unlimited DVDs/videos	\$1.00/day Maximum \$50.00 plus replacement cost
Videos Non-Circulating	2 hours/library use only	1 at a time	All	\$1.00/day

Item Type	Check-out period	How many	Patron Type	Fines
Interlibrary Loans	Loan period determined by lending library	Students 5 Faculty/Staff unlimited	Student	\$1.00/day
Recalled Item/s	N/A	N/A	All	\$0.50/day Until returned
Damaged Item/s	N/A	N/A	All	\$7.50 or Replacement/processing fee
Reference Material	Determined by Librarian	Determined by Librarian	Determined by Librarian	\$1.00/day
Reserves - Library Use Only	2 hours	1 at a time	Students registered in specific class only	.25/hr or \$1.00/day
Other reserves	Varies per faculty member instructions	Varies per faculty member instructions	Students registered in specific class only	\$1.00/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)
Power Learning (TRIO) FS only	One quarter	1 per quarter	Students registered in specific class only	\$1.00/day (See Rental Agreement)

Item Type	Check-out period	How many	Patron Type	Fines
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
Media Equipment	1 Day/1 renewal	1 camera at a time	Students	\$5.00/day (See Rental Agreement)

Grades, transcripts, and any changes in class schedules (drops, adds, etc) will be blocked if a student has any materials due the last day of the quarter and checked out after the close of business. 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 up coming quarter. If they have not yet registered they will be treated as a Community Borrower and asked to show proof of current address. (Address zip code must be listed on 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 limit do not apply. Overdue notices are sent on the same time 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.