



PIERCE
COLLEGE
Library and Media Services
Operational Policy and Procedures

Distance Learning

Policy: We loan Distance Learning materials to students currently registered for the Distance Learning class . 1 DVD per class may be checked out at a time.

A Pierce College photo I.D. is REQUIRED for all checkouts.

Distance Learning items are checked out for seven days. Because of the high demand of these items, they cannot be renewed. There is a \$1.00 per day per item fine for any late materials. If the DVD is lost or damaged, the replacement cost is \$20.00 plus a \$15.00 processing fee.

Adopted: July 25, 2006

Revised: August 31, 2010