

Library Borrowing Privileges

The circulation policies of Pierce College Library and Learning Resources are designed to enhance the ease with which library users obtain and return materials, while at the same time protecting and conserving major capital resources of the college. This policy recognizes the following categories of users:

Students: persons who are currently enrolled either full-time or part-time in a course or program of study offered by Pierce College District 11. Student currently registered at other Washington State Community/Technical Colleges, Central Washington University, and Eastern Washington University students that are enrolled in the advanced Dental Hygiene program.

Faculty: persons who are employed either full-time or part-time by Pierce College District 11.

Administration: persons who are employed full-time or part-time as administrators by Pierce College District 11.

Staff: persons who are employed either full-time or part-time as classified, part-time hourly, or exempt staff by Pierce College District 11.

Community Users: residents of the Pierce College District 11 community service area.

Institutional Users: all libraries and institutions of higher education who request the use of Library Services materials via the standard, established interlibrary loan protocols of the American Library community.

Nothing in this set of policies should be considered to abrogate any agreements entered into by the Learning Commons Library Services to provide services or resources to special user groups.

Borrowing

When borrowing materials from Pierce College Library Services, patrons are expected to assume the following responsibilities:

- Pierce College students and staff must present Pierce College photo I.D. for all checkouts. Pierce College faculty may present any picture I.D. for checkouts. Community borrowers must show a state driver's license or other picture I.D. plus their Pierce College Library card. Students from other colleges must show their college I.D. card plus a copy of their current enrollment form.
- Students may have checked out up to 20 items at any one time.
- Return borrowed materials by their due date
- Honor requests to return materials placed on hold by other patrons
- Reimburse the Library Services after accruing a fine.

Fines are charged for the following:

- service charges for late return of materials
- replacement costs for lost or damaged materials or equipment
- cataloging and “out-of-print” fees associated with lost or damages
- fees assessed by lending libraries for interlibrary loan services
- other fees or charges levied by an outside agency for services, materials, equipment, etc.

Suspension of Borrowing Privileges

Borrowing privileges for student, faculty, administration, staff and institutional users may be suspended or revoked in the following circumstances:

- The patron owes Library Services \$5.00 or more in unpaid fines or other charges.
- Patrons have not met the financial obligations imposed by outside agencies (e.g., lending libraries for interlibrary loans transactions, online search services, etc.)
- Students may also be subject to having grades and transcripts withheld, inability to add, drop, or classes

Community User Cards will be cancelled and borrowing privileges suspended for at least six months under the following circumstances:

- Failure to return borrowed materials within one library week of written notification that the materials are needed by an on-campus user or are overdue.
- Failure to reimburse Library Services for lost or damaged materials with one library week.

Exceptions to the aforementioned conditions are subject to special permission of the Library Services administration or faculty.

Loan Periods

Pierce College Students:

Students may borrow/checkout materials for the following time periods:

- Books and paperbacks may be borrowed for 21 days
- CDs, audiocassettes, VHS video tapes, DVDs, magazines, and newspapers may be borrowed for 7 days
- Materials from the “Reserve Collection” are for PC student use only and are loaned for periods set by the course instructor. No more than one reserve item can be checked out at any one time. Majority are Library Use Only.

- Reference materials are Library Use Only
- Headphones are available for Library Use Only
- Videos and DVDs may be borrowed on a 2 hour Library Use Only basis (limit 1 item). Videos/DVDs are not renewable
- Archival Materials: Library Services use only, except by special permission of Library Services administration or faculty
- Media Equipment: 24 hour checkouts
- Graphing Calculators (TI-84 & TI-89): Rental fee is \$15.00 and checks out for the current quarter
- Psyk Trek: Rental fee is \$5.00 and checks out for the current quarter
- Trio, Peter Hartman & Veterans Resource Center reserve collections: check out for the current quarter with an award letter
- Interlibrary loans: Checkout is determined by lending library; students may only have 5 per quarter

Pierce College Faculty, Staff, and Administration:

Faculty, staff, and administration may borrow/check out materials for longer periods of time as required for instructional purposes. Item limits do not apply other than that staff is only allowed to checkout 1 VHS tape or DVD at a time.

Community Users:

Community users may borrow up to 2 items and do not have renewal privileges.

- Books, paperbacks, and magazines may be borrowed for 21 days
- Other Library Services Materials are not available for loan.
- Institutional Users:
- Circulating books and paperbacks may be borrowed for 21 days

Other Library Services Materials are not available for loan except by special permission of Library Services administration.

Renewals

- Students and PC employees may renew materials once by phone (Fort Steilacoom 253-964-6547 or Puyallup 253-840-8300), in person or on-line via the Library website.

- Loans off-campus institutional users are not renewable except by special permission of a member of the Library Services administration or faculty.
- Reserve materials are not renewable.
- Videos/DVDs are not renewable.

Holds

- Library Services materials which generally circulate for twenty-one days may be recalled after two weeks at the request of another Library Services user who has placed a hold on those materials.
- Any Library Services materials being used by an off-campus user or charged to an institutional user are subject to recall at any time at the request of another Library Services user who has placed a hold on those materials.

Check out of Library Materials between quarters

Patrons may checkout 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 must show proof of registration for the upcoming quarter. No materials will be checked out over breaks longer than 1 week.

Fines/Fees

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 had been paid in full.

Overdue fines accrue as follows:

- CDs, audiocassettes, VHS video tapes, and DVDs: minimum fine of \$1.00; fine accrues at \$1.00 per day; maximum fine of replacement cost plus \$15.00 processing fee per item.
- Reserve materials which circulate for 24 hours or more: minimum fine of \$1.00; fine accrues at \$1.00 per day; maximum fine of replacement cost plus \$15.00 processing fee per item.
- Reserve materials that are in library use only: minimum fine of \$0.25; fine accrues at \$0.25 per hour; maximum fine of replacement cost plus \$15.00 processing fee per item.
- Users are charged replacement cost as well as a \$15.00 processing fee (per item) for lost library materials.
- Graphing Calculators (TI-84 & TI-89): minimum fine of \$1.00; fine accrues at \$1.00 per day; maximum fine of \$145.00 plus \$15.00 processing fee for TI-84 graphing calculators; maximum fine of \$140.00 plus \$15.00 processing fee for TI-89 graphing calculators.

- Psyk Trek: minimum fine \$1.00: fine accrues at \$1.00 per day; maximum fine of \$60.00 plus \$15.00 processing fee.
- Reserve items: fine accrues at \$1.00 per day; maximum fine is replacement cost plus \$15.00 processing fee.
- Reference items: fine accrues at \$1.00 per day per item; maximum fine is replacement cost plus \$15.00 processing fee.
- Videos: fine accrues at \$1.00 per day; maximum fine is \$50.00 plus replacement cost and \$15.00 processing fee.
- Media Equipment: fine accrues at \$5.00 per day per each piece of equipment; maximum fine is replacement cost plus \$15.00 processing fee.
- Interlibrary loans: minimum fine of \$1.00; fine accrues at \$1.00 per day per item; maximum fine to be determined by lending library plus \$15.00 processing fee.
- Recalled item(s): minimum fine 50¢; fine accrues at 50¢per day per item until recalled item(s) is returned.
- Damaged item(s): patron will be charged a \$7.50 fine per damaged item or replacement cost plus \$15.00 per damaged item.

For materials which are out of print, item cost(s) will be determined by a replacement charge based on the collection category of the item. This list is found in the most current edition of "The Bowker Annual."

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/Dean or the Vice President of Administrative Services for consideration of special or extenuating circumstances regarding their debt.

PC faculty, staff, and administration borrowers:

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 Library and Learning Resources 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.

Interlibrary Loans

In cases where Library Services is unable to obtain information or materials using its own collections, it will attempt to locate such information or materials using the interlibrary loan

process. Interlibrary loans will be subject to standard nationally accepted protocols and practices, and will also recognize informal agreements with local area libraries. All efforts will be made to borrow from a “free of charge” lending library, but there may be times when the only library that has the requested item charges a processing fee which may be charged to the patron. Interlibrary loan services should be for academic use and are available to the following classes of users only: students, staff, faculty, and administration.

Lending institutions set material loan periods which are frequently not renewable, nor can Library Services initiate a duplicate request for the loan of a title already checked out to a user. Library users are responsible for any and all associated fees assessed by the lending library; however, they will not be charged lending/copy fees without their prior consent. Patrons are expected to return materials by their date due or be subject to fines. Pierce College will not borrow textbooks or items that the college already has in its collection.

Students will receive an email notifying them when items are available for pick up. A reminder notice will be sent out if an item is not picked up within seven business days of original notification. Students who do not pick up requested interlibrary loan items 3 times will lose interlibrary loan privileges for the quarter.

Pierce College District Students:

Interlibrary loan services will be provided to students who are currently enrolled in Pierce College, Central Washington University@Pierce College, Eastern Washington University@Pierce College Dental Hygiene, and any other college/university that contracts with the Pierce College district for services. Students may have up to 5 (five) active interlibrary loan requests at any given time. If the only library that has the requested item charges a processing fee, the fee must be paid in advance of the request being placed. If the request is denied by the lending library the full amount of the processing fee will be refunded. A refund will not be given if the student decides not to use the material after the request has been sent.

For interlibrary loan items that have been lost, damaged, or stolen are subject to the owning libraries fee schedule. Pierce College will contact the lending library to assess a replacement cost for the item including any associated processing fees. The student will be notified of the cost and billed for the full amount. Pierce College will pay the lending library for the item and the student will reimburse Pierce College for the lost, damaged, or stolen items. Grades and transcripts will be blocked until the charge has been paid. If Pierce College is not reimbursed by a designated date, the student may be sent to debt collections.

Employee of Pierce College: Faculty, Staff, and Administration:

Faculty, staff, and administrative employees of Pierce College may have no limit on active interlibrary loan requests for academic purposes. Any processing fees charged by lending libraries will be paid by Pierce College (except in rare instances when the processing fee is deemed cost prohibitive).

For interlibrary loan items that have been lost, damaged, or stolen are subject to the owning libraries fee schedule. Pierce College will contact the lending library to assess a replacement cost for the item including any associated processing fee. The employee will be notified of the cost and billed for the full amount. Pierce College will pay the lending library for the item and the employee will reimburse Pierce College for the lost, damaged, or stolen items. If Pierce College is not reimbursed by a designated date, the employee may be sent to debt collections.

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