

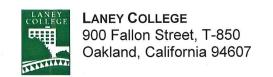
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532.09

STANDARD OPERATING PROCEDURE

DEPARTMENT:	Library Services	TITLE:	LISTENING/VIEWING CENTER	
PURPOSE:				
To identify Listening/Viewing Center Services located in L101 for Laney Student Use Only.				
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PROCEDURE:				
Located on the First Floor (basement), the LV Center has PCs, word-processing software WORD, WordPerfect, TELECOURSE equipment, instructor's reserves, audio/video tapes, slides, filmstrips, phonograph records, CD recordings, DVDs and a self-service high speed cassette copier. LANGUAGE TAPES are also available.				
 To use the Center's resources, you must present a Peralta Student ID card with a current Laney College semester sticker. 				
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STANDARD OPERATING PROCEDURE

DEPARTMENT: Library Services	TITLE: LISTENING/VIEWING CENTER			
KEY WORDS				
DEFINITIONS AND ABBREVIATIONS				
RESOURCES				
Last Edits:				
Responsible:	Approved by:			
Date for Review:	File Ref:			
Previous Titles:				