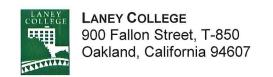
SOP Number: **Previous SOP:** 5.30.03

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STANDARD OPERATING PROCEDURE

		ii B					
DEPARTMENT:	Library Services	TITLE:	BORROWING MATERIALS				
PURPOSE:		1					
For Faculty, Staff and Students who want to borrow materials from the Library.							
, *							
PROCEDURE:		A					
 To borrow materials that circulate for 2-weeks, present your Peralta Student ID Card with a current semester sticker from Laney or any other Peralta Campus at the Loan Desk. To use a 2-hour (Library Use Only-LUO) TEXTBOOK, present your Peralta ID with a current sticker from Laney or any other Peralta campus at the Reserve Desk. For 2-day TEXTBOOK loans, you must be a LANEY COLLEGE STUDENT and provide proof of your enrollment in the class from which the book is required. The staff will confirm your enrollment through the District's computer roster. 							
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SOP Number: Previous SOP: Page 2 of 2

STANDARD OPERATING PROCEDURE

DEPARTMENT: Libr	rary Services	TITLE;	BORROWING MATERIA	LS	
KEY WORDS					
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DEFINITIONS AND ABBREVIATIONS					
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RESOURCES				*	
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