



STANDARD OPERATING PROCEDURE

DEPARTMENT:	Library Services	TITLE:	LOAN DESK
PURPOSE:	To identify where Faculty, Staff and Students check out library materials.		
PROCEDURE:	<ul style="list-style-type: none"> Library materials from the General Collection, (located on the 3rd and 4th floors) and the New Books Collection (located on the 2nd floor-Browsing Area) are checked out of the Library from the Loan Desk. Books from these collections circulate for two (2 weeks). A total of five (5) books, and no more than three (3) books on the same subject can be checked out. Books and pamphlets may be renewed twice. Renewals can be done by phone. <p><u>IF AN ITEM IS OVERDUE, BORROWING PRIVILEGES AT ALL PERALTA LIBRAIES WILL BE BLOCKED UNTIL THE ITEM IS RETURNED.</u></p>		



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DEPARTMENT: Library Services		TITLE: LOAN DESK	
KEY WORDS			
DEFINITIONS AND ABBREVIATIONS			
RESOURCES			
Last Edits:			
Responsible:		Approved by:	
Date for Review:		File Ref:	
Previous Titles:			