# STANDARD OPERATING PROCEDURE

**DEPARTMENT:** Library Services  
**TITLE:** TEXTBOOK/RESERVE AREA

**PURPOSE:**
For Faculty, Staff and Students who want to borrow Textbooks.

**PROCEDURE:**

- Most texts and reserve materials (assigned reading by instructors) are **LIBRARY USE ONLY (2-Hour Loan)**. To borrow **2-Hour** materials, a Peralta College Photo ID card must be presented with a current sticker from any Peralta College campus.
- A few texts and some reserve materials are loaned for **2-Days**. **TWO-DAY MATERIALS ARE RESERVED FOR LANEY STUDENTS' USE ONLY**.
- Books that are in high demand **WILL ONLY** be loaned out to students who are currently enrolled and attending the class for which the book is being used!
- **There is a $2.00 per day fine on overdue 2-day textbooks and instructor’s reserves**. Note: also that there is a $2.00 per hour fine on overdue 2-Hour textbooks and instructor’s reserves.
- **There are NO TELEPHONE RENEWALS FOR 2-HOUR/2-DAY TEXTBOOKS**. Such items must be returned for a minimum of three (3) hours before they can be check out again by the same student to provide other students equal access to available resources. **If an item is overdue, borrowing privileges at all Peralta libraries will be blocked until the item is returned.**

4/18/2011
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KEY WORDS

DEFINITIONS AND ABBREVIATIONS

RESOURCES

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