

SOP Number: Previous SOP:

5,30,7

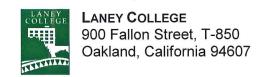
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STANDARD OPERATING PROCEDURE

DEPARTMENT:	Library Services	IIILE:	LIBRARY CARDS					
PURPOSE:								
To identify how Faculty, Staff and Students obtain a Library Card.								
PROCEDURE:								

Current Peralta College Student Identification Cards serves as Library Cards.

- Students, faculty and campus staff can obtain a Laney College ID card by presenting a valid driver's license, California ID, Passport, recent high school ID, or birth certificate.
- Students must be enrolled in at least one Laney Class.
- Faculty, or staff must have their status confirmed as "Active" in the District's computer roster.
- First cards are free of charge.
- Replacement cost for lost, stolen or damaged cards is \$3.00.



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STANDARD OPERATING PROCEDURE

DEPARTMENT:	Library Services	TITLE:	LIBRARY CARDS	*		
KEY WORDS				×		
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DEFINITIONS AND ABBREVIATIONS						
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RESOURCES						
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Last Edits:						
Responsible:		Approved by:				
Date for Review:	,	File Ref:				
Previous Titles:						