

SOP Number: Previous SOP:

5.30.07

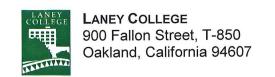
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STANDARD OPERATING PROCEDURE

DEPARTMENT:	Library Services	IIILE: LOAN DESK					
PURPOSE:	a .						
To identify where Faculty, Staff and Students check out library materials.							
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PROCEDURE:							

- Library materials from the <u>General Collection</u>, (located on the 3rd and 4th floors) and the <u>New Books Collection</u> (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.

<u>IF AN ITEM IS OVERDUE, BORROWING PRIVILEGES AT ALL PERALTA LIBRAIES WILL BE BLOCKED UNTIL THE ITEM IS RETURNED.</u>



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STANDARD OPERATING PROCEDURE

DEPARTMENT:	Library Services	ТІ	TLE: LOAN DESK	16		
KEY WORDS				90		
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DEFINITIONS AND ABBREVIATIONS						
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RESOURCES			e d			
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