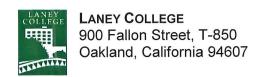
SOP Number: Previous SOP: Page 1 of 2

5.30,04

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. <u>TWO-DAY</u>
 <u>MATERIALS ARE RESERVED FOR LANEY STUDENTS' USE ONLY.</u>
- Books that are in high demand <u>WILL ONLY</u> 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 <u>NO TELEPHONE RENEWALS FOR 2-HOUR/2-DAY TEXTBOOKS</u>. 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. <u>If an item is overdue</u>, <u>borrowing privileges at all Peralta libraries will be blocked until the item is returned</u>.



SOP Number: Previous SOP: Page 2 of 2

STANDARD OPERATING PROCEDURE

DEPARTMENT: Library Services	TITLE: TEXTBOOK/RESERVE AREA
KEY WORDS	
,	
DEFINITIONS AND ABBREVIATIONS	
RESOURCES	
Last Edits:	
Responsible:	Approved by:
Date for Review:	File Ref:
Previous Titles:	