

Course Reserve Textbook Rules

Laney College Library

Laney College Library is dedicated to providing equitable access to educational resources for our diverse student population, faculty, staff, and community members. In alignment with the college's mission, the library strives to ensure all students have access to the textbooks they need for academic success. To maintain fairness and accessibility, students are expected to adhere to the following rules. Failure to comply may result in the loss of borrowing privileges or other disciplinary actions as outlined in the [Standards of Student Conduct Discipline Procedures and Due Process \(AP 5500\)](#).

Eligibility

- A valid Peralta Student ID card is required to check out textbooks and must be presented at the time of checkout.

Checkout Periods

Students are responsible for knowing the due date and time of their borrowed textbooks. Library staff are available to assist with any questions.

- **2-Hour Textbooks:** Most textbooks are available for in-library use only and may be checked out for 2 hours at a time.
- **2-Day Textbooks:** A limited number of textbooks may be checked out for 2 days. Availability is on a first-come, first-served basis.

Lost or Overdue Textbooks:

- If a textbook is not returned within **5 days** of the due date, it will be marked as lost in the system.
- The student will be responsible for the replacement cost of the textbook.
- Borrowing privileges may be revoked for the semester.
- Repeated or severe violations may result in additional consequences, including suspension of library services, equipment, and computer access, or exclusion from the Library building. These actions will be determined in consultation with the Vice President of Student Services (or Designee).

Returning Textbooks

- Textbooks are returned in the same condition as when they were borrowed. Students will be charged for any damage beyond normal wear and tear.
- If a textbook is lost, students must report it to library staff immediately to arrange for a replacement.

Transcript Holds

Updated: March 2025

- Failure to return textbooks or pay outstanding fines may result in a Service Indicator to hold being placed on the student's academic transcript, preventing registration for future classes or the release of official transcripts.

Additional Notes

- The Library reserves the right to update these rules as necessary to ensure equitable access to resources for all students.
- Students are encouraged to ask library staff for assistance or clarification regarding textbook borrowing, returns, or fines.