



STANDARD OPERATING PROCEDURE

DEPARTMENT:	Library Services	TITLE:	BORROWING MATERIALS
PURPOSE:	For Faculty, Staff and Students who want to borrow materials from the Library.		
PROCEDURE:	<ul style="list-style-type: none"> To borrow materials that circulate for 2-weeks, present your Peralta Student ID Card with a current semester sticker from Laney or any other Peralta Campus at the Loan Desk. To use a 2-hour (Library Use Only-LUO) TEXTBOOK, present your Peralta ID with a current sticker from Laney or any other Peralta campus at the Reserve Desk. For 2-day TEXTBOOK loans, you must be a LANEY COLLEGE STUDENT and provide proof of your enrollment in the class from which the book is required. The staff will confirm your enrollment through the District's computer roster. 		



STANDARD OPERATING PROCEDURE

DEPARTMENT: Library Services		TITLE: BORROWING MATERIALS	
KEY WORDS			
DEFINITIONS AND ABBREVIATIONS			
RESOURCES			
Last Edits:			
Responsible:		Approved by:	
Date for Review:		File Ref:	
Previous Titles:			