



## STANDARD OPERATING PROCEDURE

<b>DEPARTMENT:</b>	Library Services	<b>TITLE:</b>	<b>LIBRARY CARDS</b>
<b>PURPOSE:</b>	To identify how Faculty, Staff and Students obtain a Library Card.		
<b>PROCEDURE:</b>	<p>Current Peralta College Student Identification Cards serves as Library Cards.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Students must be enrolled in at least one Laney Class.</li> <li>• Faculty, or staff must have their status confirmed as "Active" in the District's computer roster.</li> <li>• First cards are free of charge.</li> <li>• Replacement cost for lost, stolen or damaged cards is \$3.00.</li> </ul>		



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<b>DEPARTMENT:</b> Library Services		<b>TITLE:</b> LIBRARY CARDS	
<b>KEY WORDS</b>			
<b>DEFINITIONS AND ABBREVIATIONS</b>			
<b>RESOURCES</b>			
<b>Last Edits:</b>			
<b>Responsible:</b>		<b>Approved by:</b>	
<b>Date for Review:</b>		<b>File Ref:</b>	
<b>Previous Titles:</b>			