



## STANDARD OPERATING PROCEDURE

<b>DEPARTMENT:</b>	Library Services	<b>TITLE:</b>	TEXTBOOK/RESERVE AREA
<b>PURPOSE:</b>	For Faculty, Staff and Students who want to borrow Textbooks.		
<b>PROCEDURE:</b>	<ul style="list-style-type: none"> <li>• Most texts and reserve materials (assigned reading by instructors) are <b>LIBRARY USE ONLY (2-Hour Loan)</b>. To borrow <b>2-Hour</b> materials, a Peralta College Photo ID card must be presented with a current sticker from any Peralta College campus.</li> <li>• A few texts and some reserve materials are loaned for <b>2-Days. TWO-DAY MATERIALS ARE RESERVED FOR LANEY STUDENTS' USE ONLY.</b></li> <li>• Books that are in high demand <b>WILL ONLY</b> be loaned out to students who are currently enrolled and attending the class for which the book is being used!</li> <li>• <b><u>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.</u></b></li> <li>• There are <b><u>NO TELEPHONE RENEWALS FOR 2-HOUR/2-DAY TEXTBOOKS.</u></b> 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. <b><u>If an item is overdue, borrowing privileges at all Peralta libraries will be blocked until the item is returned.</u></b></li> </ul>		



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<b>DEPARTMENT:</b> Library Services		<b>TITLE:</b> TEXTBOOK/RESERVE AREA	
<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>			