

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Select One:  Attorney State Bar Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Judge  Librarian  Government  Other \_\_\_\_\_\_\_\_\_\_\_

Please fill out this form as thoroughly as possible. Please return the application to:

[**sflawlibrary@sfgov.org**](mailto:sflawlibrary@sfgov.org)or San Francisco Law Library 1145 Market Street, 4th Floor, San Francisco, CA 94103

**Questions may be directed to our Information Desk:** [**sflawlibrary@sfgov.org**](mailto:sflawlibrary@sfgov.org) **or 415-554-1772**

* **Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Firm, Agency, or Department:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* **Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Fax:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Proxies (legal assistants or staff members permitted to check out materials on your behalf)**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Let us know if you would you be interested in:**

** A tour of San Francisco Law Library print and electronic resources**

** An overview of Lexis, Westlaw, CEB OnLaw, HeinOnline, or other Law Library subscription databases**

** A listing of MCLE audio programs available for State Bar compliance**

** Information on participating in the Law Library Speaker Program, or other ways to support the Law Library**

** Making a donation to the San Francisco Law Library**

***Staff Use Only*: Date received\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Card issued  Card sent  Follow-up on programs**

**Borrowing Rules**

**Persons Who May Borrow Materials**

* Members of the State Bar of California in good standing who live in San Francisco or have an office in San Francisco
* Judges of courts located in San Francisco
* Members of municipal, state, or federal agencies located in San Francisco

**Loan Periods**

* Most Law Library materials circulate for two weeks
* High-demand materials circulate for one week
* MCLE programs circulate for one week
* Items marked Library Use Only do not circulate

**Circulation Limits per Borrowing Account**

* Ten books
* Five CDs
* Five MCLE programs

**Borrowing Account Information**

* Patrons may request an email when checking out Library materials, listing items borrowed and due dates
* Patrons may access their accounts and renew materials online, unless they are overdue
  + Go to [www.sflawlibrary.org](http://www.sflawlibrary.org)
  + Click on Catalog
  + Click on My Library Account
  + Enter patron name and last nine digits of Library card barcode
  + If you need assistance with accessing your borrowing account, please call (415) 554-1772
* Patrons will be sent a due date reminder notice by email prior to an item’s due date

**Renewal of Library Materials**

* Materials may be renewed one time for one week at the end of the check-out period as long as no holds have been placed on the item
* Items seven or more days overdue may not be renewed, as the timely renewal period has already lapsed
* Items overdue less than seven days may be renewed for the remainder of the one week renewal period
* Overdue items must be renewed by phone—please call (415) 554-1772
* Once an item has been renewed, or there is a hold on an item, it must be returned to the Library by the close of business on the due date

**Restriction on Checking Out Recently Returned Items**

* When an item is returned, it may not be checked out again by the same borrower for 48 hours
* After 48 hours, the borrower may check the item out or call to request a hold

**Overdue or Lost Materials & Fines**

* Items two weeks overdue:
  + Borrowing privileges are suspended—no additional items may be borrowed, pending return of overdue Library materials
* Items one month overdue, or that are substantially damaged when returned, are deemed lost:
  + The borrower is responsible for the cost of the materials deemed lost
  + Borrowing privileges may be reinstated after payment of all applicable fees
* MCLE programs accrue overdue fines at the rate of $1 per day, including weekends and holidays

**Holds**

* A borrower may place a hold on an item that is currently checked out by calling the Library at (415) 554-1772
* The Library will make a reasonable effort to notify the patron when the item becomes available
* The Library will hold the item for three days from the date of notifying the patron

March 2017