

Library Card Application

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 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 or 415-554-1772

■ Name: _____

■ Title: _____

■ Firm, Agency, or Department: _____

■ Address: _____

■ Phone: _____ Fax: _____

■ Email: _____

■ Proxies (legal assistants or staff members permitted to check out materials on your behalf):

_____ Phone: _____ Email: _____

_____ Phone: _____ Email: _____

_____ Phone: _____ Email: _____

_____ Phone: _____ Email: _____

■ 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

San Francisco Law Library 1145 Market Street, 4th Floor San Francisco, CA 94103

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
 - 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 plus processing fees for each overdue item
 - 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

September 2018

San Francisco Law Library 1145 Market Street, 4th Floor San Francisco, CA 94103