

# Borrowing From The Library

## Borrowing Basics

Items may be checked out for a seven (7) day loan period. Up to two (2) renewals are allowed, if item is not on hold for another patron.

See below for more specific information about Item Checkout Limits, Renewals, Holds, Overdue Charges, Returns and Interlibrary Loans.

## Borrowing From The Library

Read below to learn about the basic rules for item checkout and return, Interlibrary Loan forms and options for membership.

- [Basic Rules](#) (#advqb-tabs-tab0)
- [Interlibrary Loans](#) (#advqb-tabs-tab1)
- [Membership Types](#) (#advqb-tabs-tab2)

### Basic Rules

#### A note about non-circulating items (things that cannot be borrowed):

Some of our reference and hard-to-replace materials do not circulate; including indexes; digests; encyclopedias; city and out-of-county codes; the California Code of Regulations; and one copy of most multi-volume sets. None of the material in the Historical Collection circulates. For these items you'll either need to come into the library to review or use the [document delivery option](https://www.saclaw.org/services/document-delivery/) (<https://www.saclaw.org/services/document-delivery/>).

### Item Checkout Limits

- Regular Borrower: Twenty (20) items with a two (2) program A.V. limit.
- Multiple Item Deposit Borrower: Seven (7) items with a two (2) program A.V. limit.
- Single Item Deposit Patron: One (1) book plus supplement/accompanying CD or one (1) program A.V. limit.

### Renewals

Renewals may be made by calling the Circulation Desk at [\(916\) 874-8541](tel:9168748541) (<tel:19168748541>) or through our online catalog (OPAC) at <https://catalog.saclaw.org/> (<https://catalog.saclaw.org/>).

## Holds

To request that we set aside a book for you, or to put yourself in line to check out the next available copy, you can place a hold on library materials. Holds may be placed by calling the Circulation Desk at [\(916\) 874-8541](tel:9168748541) (tel:19168748541) or through our online catalog at <https://catalog.saclaw.org/> (<https://catalog.saclaw.org/>).

## Overdue Charges

Overdue book fines accrue at \$1.00 per business day. Borrowing privileges will be suspended for patron with fines in excess of \$5.00 until all fines in excess of \$5.00 are paid.

Overdue items are declared lost after thirty (30) days. Replacement costs include the purchase price of new material plus a \$25.00 processing fee.

## Bookdrop

The Library's bookdrop is located on 9th Street near the F Street corner.

**Items that cannot go in the bookdrop as doing so may damage these materials:**

- videotapes
- audio tapes
- computer discs
- certain books (marked)

Library materials that cannot be returned to the bookdrop are marked accordingly.

Interlibrary Loans

## Interlibrary Loan

**Need a book we don't have? We can get it for you!**

The library can arrange to borrow materials from other libraries for a patron with a library card through Interlibrary Loan. The library can arrange Interlibrary Loans with public, academic, and private libraries, both inside and outside of California. Open and complete the form below to request that we borrow a book for you from another library.

### Interlibrary Loan Request Form – Patrons

Your personal data will be used to support your experience throughout this website, to manage access to your account, and for other purposes described in our [privacy policy](https://www.saclaw.org/policies/) (<https://www.saclaw.org/policies/>) .

### Need one of our books? We lend to libraries!

The library can arrange to lend materials to other libraries. Reference materials are not lent. There is a \$5 processing fee for Interlibrary Loans. Open and complete the form below if you are a library and would like to borrow one of our titles for your patrons.

### Interlibrary Loan Request Form – Libraries

Needed Before(Required)

\_\_\_\_\_ MM slash DD slash YYYY

Type of Request?(Required)

Borrowing Library Name(Required)

☐ ILL Library Contact Name(Required)

\_\_\_\_\_ First \_\_\_\_\_ Last

Phone(Required)

Fax

☐ Email(Required)

Enter Email   Confirm Email

☐ Borrowing Library Address

Street Address \_\_\_\_\_ City

State / Province / Region \_\_\_\_\_ ZIP Code

☐ Patron Name(Required)

\_\_\_\_\_ First \_\_\_\_\_ Last

### To Borrow A Book

Book Title \_\_\_\_\_

Author \_\_\_\_\_

Publisher \_\_\_\_\_

Date/Edition \_\_\_\_\_

### To Get A Journal Article

Title of Article \_\_\_\_\_

Author of Article \_\_\_\_\_

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**Journal Title**

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**Volume #**

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**Publication Date**

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MM slash DD slash YYYY

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**Pages Requested (# – #)**

## Additional Notes

Anything Else We Need To Know?

CAPTCHA

Submit

Your personal data will be used to support your experience throughout this website, to manage access to your account, and for other purposes described in our [privacy policy \(https://www.saclaw.org/policies/\)](https://www.saclaw.org/policies/).

For more information, please call [916-874-8541](tel:9168748541). (tel:19168748541)

## Membership Types

All applicants must appear in person at the law library, and present a valid photo ID and proof of Sacramento County residency (if required) at the time of registration.

There are two programs listed below: Regular Borrowers and Deposit Patrons. Please read to see which applies to you.

## Regular Borrowers

Regular Borrowers may check out 20 items at a time.

### The following individuals may register to become regular borrowers at the Sacramento County Public Law Library:

- Attorneys who are current members of the California State Bar and who either live in or have an office in Sacramento County, or are members of the Sacramento County Bar Association. Attorneys must present their California State Bar card, a valid photo ID, proof of residency or an office location in Sacramento County, or their Sacramento County Bar Association card, at the time of registration. P.O. Boxes cannot be accepted as proof of a Sacramento County address.
- Judges with chambers or offices in Sacramento County, or who have been temporarily assigned to Sacramento County.
- State, County and City agency department heads with offices in Sacramento County.

- Clerks, secretaries, paralegals, and other individuals authorized by a regular borrower already registered to borrow from the Law Library. Authorized individuals must complete a registration form and have it signed by their authorizing judge, attorney, or government official. The authorizer is responsible for any fines or fees accrued by the authorizee.

 [Regular Borrower Application](https://saclaw.org/wp-content/uploads/2024/01/borrower-application.pdf) (https://saclaw.org/wp-content/uploads/2024/01/borrower-application.pdf)

## Deposit Patrons

### Single Item Deposit Patrons

Under this program a Sacramento County resident may borrow one item by leaving a cash deposit with the Library.

- A \$100.00 cash deposit is required for all material.
- No checks or credit cards are accepted for this program.
- The cash deposit is returned when the item is returned to the Library.
- Applicants must present a valid photo ID and proof of Sacramento County residency at the time of registration.
- P.O. Boxes cannot be accepted as proof of a Sacramento County address.

### Multiple Item Deposit Patrons

Under this program a patron may borrow up to 7 items at a time. A \$200.00 deposit is required, which may be paid by check, cash, MasterCard, or Visa. The deposit must be left with the Library *for a minimum of three months*. After three months the \$200.00 deposit, less any outstanding fees or fines, will be refunded upon written request. Refunding the deposit terminates a patron's borrowing privileges.

**The following individuals may register to become Multiple Item Deposit Patrons at the Sacramento County Public Law Library:**

- **Sacramento County Resident Multiple Item Deposit Patrons:** Sacramento County Residents who do not qualify as Regular Borrowers. Applicants must present a valid photo ID and proof of Sacramento County residency at the time of registration. P.O. Boxes cannot be accepted as proof of a Sacramento County address.
- **Out-of-County Attorney Multiple Item Deposit Patrons:** Attorneys whose home address and business address are outside of Sacramento County, and who do not belong to the Sacramento County Bar Association. Attorneys must present their California State Bar card and a valid photo ID at the time of registration.

 [Deposit Patron Application](https://saclaw.org/wp-content/uploads/2023/05/deposit-borrower-application.pdf) (https://saclaw.org/wp-content/uploads/2023/05/deposit-borrower-application.pdf)