SACRAMENTO COUNTY PUBLIC LAW LIBRARY
609 9th St Sacramento, CA 95814 | 916-874-6012 | saclaw.org

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 (#advgb-tabs-tab0)
- Interlibrary Loans (#advgb-tabs-tab1)
- Membership Types (#advgb-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/) .

Item Checkout Limits

- Regular Borrower: Seven (7) items with a two (2) program A.V. limit.
- Multiple Item Deposit Borrower: Three (3) items with a two (2) program A.V. limit.

Renewals

Renewals may be made by calling the Circulation Desk at (916) 874-8541 (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: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/) .

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 items delivered electronically and a $15 processing fee for books being shipped to the requesting library. 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)

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

California ▼ 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

Journal Title

Volume #

Publication Date

Pages Requested (# – #)

Additional Notes

Anything Else We Need To Know?

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/) .

For more information, please call 916-874-8541. (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 7 items at a time.

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

- **Members of the California State Bar** who reside or maintain an office within Sacramento, Yolo, Placer, El Dorado, Sutter, or Butte County. They must be in good standing (listed as Active or Inactive with the bar). Attorneys listed as Not Eligible to Practice Law, Resigned, or Disbarred may not receive or maintain a library card. Attorneys must present their State Bar number, a valid photo ID, and proof of residence or office location in one of the listed counties. P.O. Boxes are not accepted as proof of address.
- **Department Heads/Unit Supervisors** of federal, state or local government entities who have offices in Sacramento County. Government officials must present a valid photo ID and proof of their position/status.
- **Law Librarians** at law firms with libraries in Sacramento, Yolo, Placer, El Dorado, Sutter, or Butte County. Librarians must present a valid photo ID and proof of their position/status.

- **Authorizees** of Regular Borrowers in good standing.The authorizer is responsible for any fines or fees accrued by the authorizee.Authorized accounts expire after two years; the library will contact the authorizer to confirm authorization for another 2 year period. Authorizees must present valid ID, and have their application signed by their authorizer.

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

Deposit Patrons

Multiple Item Deposit Patrons

Sacramento County residents who are not eligible to become a Regular Borrower may become a borrower after leaving a deposit with the library. A $200 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 deposit, less any outstanding fees or fines, will be refunded upon written request. Refunding the deposit terminates a patron’s borrowing privileges.

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