



UC HASTINGS
COLLEGE OF THE LAW
SAN FRANCISCO

Law Library Annual Membership Application

Membership Type: Alumni Gov't Agency Library Law Firm Library

Account Information:

First Name: _____

Last Name: _____

Phone: _____

Mailing Address: _____

Email Address: _____

Organization or Business Name: _____

UC Hastings Year of Graduation (if applicable): _____

Preferred delivery method for library card:

Mail to address provided

Pick up in person at the Library Circulation Desk

By signing this application I acknowledge that I have read, understand, and agree to abide by all Library policies, responsibilities of the External Borrowers Program, and that all information on this application is current and accurate.

Signature: _____

Date: _____

Unaffiliated Borrowers Program

The Law Library operates an annual membership program for the benefit of external patrons.

Who May Borrow Books:

Individuals: Any alumnus of UC Hastings College of the Law who resides in or maintains an office in California, who submits an application, and pays the annual membership fee, if applicable, in the amount specified below. Individual library cards are nontransferable.

Law Firm Libraries: Any law firm located in California with a librarian who is a member of either the Northern California Association of Law Libraries, Southern California Association of Law Libraries, or American Association of Law Libraries is eligible for a corporate membership. The law firm librarian must submit an application on the firm's behalf and pay the annual membership fee in the amount specified below. Firm libraries will be issued four library cards that can be used by any member or employee of the firm upon approval by the firm librarian. The firm library is responsible for all charges and fines.

Government Agency Libraries: Any government agency library with a librarian located within the San Francisco Civic Center area is eligible for membership. The agency librarian must submit an application on the agency's behalf. Agency libraries will be issued two library cards. Agencies outside of this area may borrow books through Interlibrary Loan.

Annual Fees & Fee Cycle:

UC Hastings Law Library borrowing account holders will be required to pay a flat annual fee, as follows:

- UC Hastings Alumni, 0-1yr after graduation: \$0
- UC Hastings Alumni, 1+yrs after graduation: \$50 per cycle
- Law Firm Libraries: \$400 per cycle
- Government Agency Libraries: \$0

The annual fee cycle is July 1 through June 30. If you elect to enroll in the annual fee program prior to July 1, 2017, you will only be charged half of the amount indicated above. To continue in the program after July 1, 2017, you will need to renew your annual membership at the full rate indicated above. Annual fee payments are nonrefundable.

Membership Privileges:

Please be aware that a UC Hastings Law Library borrowing account enables account card holders to check out circulating print materials from the UC Hastings Law Library's collection only. This account does NOT provide:

- Interlibrary loan services
- Off-site access to the Library's online databases (online access to selected databases is provided for all patrons within the Library)
- Access to study rooms or classrooms
- Document delivery services
- Printing services
- Access to laptop computers and other equipment available for checkout

Most treatises and practice guides for which the Law Library has a current subscription do not circulate. Should you choose to not to enroll in the annual membership program, please note that the UC Hastings Law Library is open, at no cost, to all UC Hastings alumni and/or members of the California Bar, during all hours of regular Library operation. All UC Hastings Law Library patrons may access the Library's public photocopiers and public computer terminals, as well as Hastings' Wi-Fi network.

Loan Period:

Books and materials which circulate may be borrowed for either 7 or 30 days, depending on the item. Materials may be renewed once for the original loan period. Renewal requests can be denied if there is a hold on the material.

Borrowing Limits:

Individual borrowers have a four item borrowing limit. Firms have a five-item limit and agencies a ten-item limit.

Fines and Charges:

An overdue fine of \$.50 per day per item will be charged to all individual and firm borrowers. If the overdue period exceeds 60 days the item shall be deemed lost. Borrowers shall then be charged for the replacement cost of the item plus fines and a \$35.00 processing fee. An item substantially damaged or defaced shall be deemed lost. Fines and charges are payable as they become due. Failure to clear records will result in loss of borrowing privileges. Law firm and government agency borrowers with any item 8 days or more overdue, or owing fines of \$10.00 or more will not be allowed to borrow other material until all overdue material is returned and fines or charges are paid. This policy also applies to alumni borrowers with materials more than 22 days overdue. If material is not returned within 30 days of billing notice, a collection agency may be employed. A borrower who flagrantly or persistently violates the borrowing rules shall have borrowing privileges suspended or terminated.

Membership Application and Payment:

In order to enroll in the program, please complete the application, which is available on the Library's website. You may also submit a print application by mail or in person at the Circulation Desk. After your status has been confirmed, we will contact you for payment, if applicable. Library borrowing cards are issued within 3-5 days of receipt of your application or, if applicable, payment. Payment can be made by credit card via a secure online payment form or by check.

Contact Information:

If you have any questions concerning this program or the status of your application or account, please contact the Access Services Librarian at (415) 565-4759 or at circulation@uchastings.edu.