

Borrowing Rules for Unaffiliated Borrowers

1) Applications

Please allow 10 working days for the processing of your form and deposit. Your library card(s) will be mailed to you.

2) Who may borrow books

a. Individuals.

Any active member of the State Bar of California who resides in or maintains an office in California, who files an application with acceptable identification and who maintains a \$200.00 deposit. Any alumnus of Hastings College of the Law who resides in or maintains an office in California, who files an application with acceptable identification and who maintains a \$100.00 deposit. Individual library cards are not transferable.

b. 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. An application must be filed and a \$400.00 deposit maintained. 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.

c. Governmental Agency Libraries

Any governmental agency library with a librarian located within the San Francisco Civic Center area is eligible for two library cards. Agencies outside of this area may borrow books through Interlibrary Loan.

3) Books and Materials Loaned

Government documents circulate for a 7-day period. Bound records and briefs and most 5th floor stacks books circulate for 30 days.

4) Books and Materials not Loaned

Reference books, looseleaf services, statutes, digests, citators, law reviews, reserve books and reporters may not be borrowed.

5) 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. Renewals must be made in person with the materials present. Renewal requests can be denied if there is a hold on the material.

6) Borrowing Limits

Individual borrowers have a four item borrowing limit. Firms and agencies have a twenty item limit.

7) Fines and Charges

An overdue fine of \$.50 per day per item will be charged all individual and firm borrowers. There is a maximum fine of \$40.00 per item. 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 \$10.00 processing fee. An item substantially damaged or defaced shall be deemed lost.

8) Payment of Fines and Charges

Fines and charges are payable as they become due. Failure to clear records will result in loss of borrowing privileges.

9) Suspensions and Terminations

a. Borrowing privileges cease when a borrower no longer qualifies under Rule 2.

b. A borrower with any item 30 days or more overdue, or owing fines of \$10.00 or more will not be allowed to borrow other material until all over-

due material is returned and fines or charges are paid. If material is not returned within 30 days of billing notice, outstanding amounts due will be deducted from the deposit. A collection agency may be employed for delinquent accounts exceeding the deposit amount.

c. A borrower who flagrantly or persistently violates the borrowing rules shall have borrowing privileges suspended or terminated.

d. Any person whose borrowing privileges have been terminated for any reason, may request in writing the return of his or her deposit, less such fines or charges that may have accrued against it, at any time within 2 years after ceasing to be a borrower. Any sum remaining on deposit and not demanded within the 2 year period shall become the property of Hastings Law Library.

10) Deposits

Deposits will be returned upon written request, after a period of 3 months from the date of deposit, less any fines or charges that may be due, provided that all books and materials that have been borrowed have been returned. Borrowing privileges shall cease at the time a request for a refund is made. Allow 10 working days to process a refund. All deposits will be refunded without interest.

11) Payments

Payments can be made by check or money order. Cash will not be accepted for any payments.

Hastings College of the Law Library
Effective January 1, 1998

Hastings College of the Law
Law Library
200 McAllister Street
San Francisco, California 94102

Application for Registration As an Unaffiliated Corporate Borrower



I am applying for registration as an Unaffiliated Corporate Borrower and enclose the sum of four hundred dollars as a security deposit. (Checks should be made payable to Hastings College of the Law.)

The deposit may be drawn upon by the Hastings Law Library for payment of the Firm's unpaid bills, and earned interest may be used in a revolving fund for Law Library expenses. Interest will not be paid to the Unaffiliated Corporate Borrower on this deposit. If the deposit is not claimed within two years after the firm has ceased to qualify as an Unaffiliated Corporate Borrower, it shall become the property of the Hastings Law Library.

I have received and read and fully understand the Borrowing Rules for Unaffiliated Borrowers. I agree to abide by the rules of the Library and will be responsible for fines and charges incurred by me or my agents.

Librarian Name

Business Name

Business Address/Tel. #

Date of Application

Amount of Deposit

Name of Applicant

Signature of Applicant

Return completed application to:

Circulation Librarian
Hastings College of the Law
Law Library
200 McAllister Street
San Francisco, California 94102

Application for Registration As an Unaffiliated Borrower



I am applying for registration as an Unaffiliated Borrower and enclose the sum of one/two hundred dollars as a security deposit. (Checks should be made payable to Hastings College of the Law.)

The deposit may be drawn upon by the Hastings Law Library for payment of my unpaid bills, and earned interest may be used in a revolving fund for library expenses. Interest will not be paid to the Unaffiliated Borrower on this deposit. If the deposit is not claimed within two years after I have ceased to qualify as an Unaffiliated Borrower, it shall become the property of Hastings Law Library.

I have received and read and fully understand the Borrowing Rules for Unaffiliated Borrowers. I agree to abide by the rules of the Library and will be responsible for any fines and charges incurred by me or my agents.

Name of Applicant _____

Business Address/Tel. # _____

Home Address/Tel. # _____

Hastings Graduation Date _____

Date of Application _____

Amount of Deposit _____

Cal. Bar Membership # _____

Signature of Applicant _____

Return completed application to:

Circulation Librarian
Hastings College of the Law
Law Library
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San Francisco, California 94102