

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 and services
- 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 <https://sf.gov/sflawlibrary>
 - 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

November 2024

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<https://sf.gov/sflawlibrary>

sflawlibrary@sfgov.org



@sflawlibrary



[linkedin.com/company/
san-francisco-law-library](https://www.linkedin.com/company/san-francisco-law-library)