

SACRAMENTO STATE UNIVERSITY LIBRARY COMMUNITY USER CARDS

	CSU ALUMNI	COMMUNITY BORROWER	RENAISSANCE SOCIETY	CA PUBLIC K-12 EMPLOYEE
REQUIREMENTS	<ol style="list-style-type: none"> 1) CURRENT ALUMNI MEMBERSHIP CARD from ANY CSU. 2) PHOTO ID with CURRENT address (CDL, CA ID, Military ID, or Passport). 	<ol style="list-style-type: none"> 1) 18 years of age & permanent resident of the local area. 2) Age & address verified by VALID PHOTO ID...e.g. CDL, CA ID, MILITARY ID, or PASSPORT. 	<ol style="list-style-type: none"> 1) CURRENT RENAISSANCE SOCIETY MEMBERSHIP CARD 2) PHOTO ID with CURRENT address (CDL, CA ID, Military ID, or Passport). 	<ol style="list-style-type: none"> 1) CURRENT CALIFORNIA K-12 PUBLIC SCHOOL EMPLOYEE. 2) PHOTO ID with CURRENT address (CDL, CA ID, Military ID, or Passport).
COST	No Fee	\$50/year	\$10/academic year	No Fee
WHAT TO DO FIRST	<ol style="list-style-type: none"> 1) Obtain a SACRAMENTO STATE ALUMNI MEMBERSHIP CARD at: SACRAMENTO STATE ALUMNI ASSOCIATION (916) 278-6295 OR: ALUMNI MEMBERSHIP CARD from HOME CSU CAMPUS. 2) Obtain a USER SERVICES POLICIES HANDOUT & verify all provisions. 	<ol style="list-style-type: none"> 1) Obtain a USER SERVICES POLICIES HANDOUT & verify all provisions. 2) Be sure this is the card which best meets your needs. Other cards are available. 3) If you are purchasing the card to check out specific items, verify that the items are in the collection & available for checkout. 	<ol style="list-style-type: none"> 1) Obtain a RENAISSANCE SOCIETY MEMBERSHIP CARD. 2) Obtain a USER SERVICES POLICIES HANDOUT & verify all provisions. 	<ol style="list-style-type: none"> 1) Obtain a LETTER FROM ADMINISTRATOR verifying employment. 2) Obtain a USER SERVICES POLICIES HANDOUT & verify all provisions.
HOW TO APPLY FOR LIBRARY CARD	<ol style="list-style-type: none"> 1) Present all verification detailed above to the USER SERVICES DESK during service hours. 2) Allow 10 minutes for processing. 3) Cards are NON-REFUNDABLE and NON-TRANSFERABLE. 			
WHAT YOUR LIBRARY CARD ENTITLES YOU TO	<ol style="list-style-type: none"> 1) CHECKOUT of items from the general collection for a 3 WEEK LOAN PERIOD. 2) 15 ITEM LIMIT at a time. 3) AUTOMATIC RENEWALS. Items will renew automatically provided your account is not blocked or expired. 4) PUBLIC COMPUTER ACCESS. Two hours per day using the public computers. Log in with your last name and the last 9 digits of your library card barcode. 			
WHAT YOUR LIBRARY CARD DOES NOT ENTITLE YOU TO	<p>CARD DOES NOT ENTITLE YOU TO place HOLDS or INTERLIBRARY LOAN requests.</p> <p>CARDS ARE NOT TRANSFERABLE. Cards may be used ONLY by the person named on the card.</p>			

ONESEARCH LOGIN: To log in to your Library account, select **MY LIBRARY ACCOUNTS** on the Library webpage, and click **ONESEARCH MY ACCOUNT**.

RECALLS: Items are subject to RECALL. Failure to return a recalled item by the NEW DUE DATE may result in a \$10 penalty.

FINES & FEES: See USER SERVICES POLICIES handout regarding **OVERDUE FINES, HOLD PENALTY FINES, & BOOK REPLACEMENT FEES**.
NOTE: CHECKOUT PRIVILEGES will be suspended until items are returned & accounts are cleared.

BOOK RETURNS: 1) **INSIDE** the Library: To left of the USER SERVICES DESK. 2) **OUTSIDE** the Library: In BREEZEWAY to right of MAIN ENTRANCE.
3) **DRIVE-UP:** Corner of SINCLAIR DRIVE & MORAGA WAY, behind SEQUOIA HALL, or on STADIUM DRIVE near BENICIA HALL.