

Circulation Policy

Table of Contents

1. Your Free Library Card	2
2. Application Process for Nevada Residents	2
3. Application Process for Guest Cards	2
4. Responsibilities of Patrons	2
5. Loan Periods	3
6. Fines and Fees	3
7. Lost or Stolen Cards	3
8. Renewals	3
9. Borrowing Guidelines	3
10. Loss of Borrowing Privileges	4
11. Notices	4
12. Outreach Library Cards	4
13. Interlibrary Loan (ILL)	5
14. Fines and Fees Schedule	6

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1. Your Free Library Card

A library card is provided free of charge to any resident of the state of Nevada who wishes to borrow library materials or to use library resources. To obtain a library card, you may apply in person at the library or complete the application on the Library District web site. Only one library card is allowed per individual. Your library card will expire on a regular basis and may be renewed as long as all outstanding fines and fees are paid in full, and you provide valid photo identification and verify your current address.

2. Application Process for Nevada Residents

You are required to show valid, official photo identification from District-approved agencies or resources and must verify your current Nevada address and birth date. If you apply online, you must show valid, official photo identification as described above before borrowing materials. A post office box is acceptable for a mailing address provided that the Library District also has your residential address on file.

You must be present when obtaining a new or replacement library card and when verifying/renewing your account.

An applicant who is under the age of 14 must have permission from a parent/ legal guardian. By establishing an account, the parent/legal guardian accepts financial responsibility for the materials borrowed by his or her minor child and acknowledges that it is his or her responsibility to guide the selection of materials borrowed by their minor child.

3. Application Process for Guest Cards

If you do not have a current Nevada address, you may apply for a guest library card. You must provide photo identification with birth date and your current out-of-state address. The guest library card will expire three months from the day the card is issued. The guest card may be renewed as long as there are no outstanding fines or fees. The Library District reserves the right to assess a yearly fee for a guest library card.

4. Responsibilities of Patrons

When borrowing materials you must have a valid library card. You are responsible for the return of all materials borrowed on your card and will be held financially responsible for any fines or fees associated with items on your account. You must notify the Library District immediately if your library card is stolen or lost. A parent/legal guardian is responsible for the fines or fees associated with his or her minor child's library card. A parent/legal guardian is responsible for guiding his or her minor child's selection of library materials.

The Library District is not responsible for damage to your personal property due to the use of library materials.

5. Loan Periods

The loan period for most library materials is three weeks. High demand items may circulate for shorter loan periods. Materials dedicated for in-library use only may

be circulated on an hourly basis.

Loan periods for eMedia vary. Please see the eMedia Catalog on the Library District's web site at www.lvcclid.org for details.

6. Fines and Fees

You will be assessed overdue fines and replacement fees for damaged or lost items according to the Fines and Fees Schedule. No overdue fines are charged for uncataloged paperbacks, magazines or children's materials. However, if the items are not returned, a bill for the items, including a processing fee and a possible collection agency fee will be issued.

When an uncataloged item such as a paperback, comic book or magazine is lost, you may elect to pay the cost of the item or provide a replacement for the one that was lost. The replacement will be accepted as long as it is a new item in good condition.

Fines and fees do not apply to eMedia, as titles automatically expire on their due dates.

7. Lost or Stolen Library Cards

You must immediately report a lost or stolen library card to the Library District. You will be held responsible for materials borrowed on your card until the Library District is notified. Once the Library District is notified, the library card will be blocked to prevent subsequent circulation of materials on it. You must show photo identification to request a replacement library card, for which a fee will be charged. All charges or loans attached to the lost library card will be transferred to the new card.

8. Renewals

Materials may be renewed up to the limit established by the Library District's automation system, provided there are no outstanding requests and you have a valid library card in good standing. eMedia titles may be borrowed an unlimited number of times, when available. Some designated high demand items may have more limited renewal privileges.

9. Borrowing Guidelines

You may borrow up to 50 circulating items on a library card at any one time. Please note that residents of North Las Vegas and Boulder City are subject to the policies and procedures of their library districts.

10. Loss of Borrowing Privileges

Items may not be borrowed if any of the following circumstances apply:

- The borrowing limit of items has been reached.
- Bills or overdue fines are \$10 or more.
- An item is more than 10 days overdue.
- Your library card has expired. Library cards may be renewed if all fines and

fees are paid and your account information is verified.

11. Notices

As a courtesy, the Library District sends overdue and request notices via email. If items are not returned, a bill for the cost of the lost items including processing and replacement charges and possible collection agency service fees will be mailed.

Accounts owing a minimum balance of \$25 will be referred to a collection agency. Uncollected accounts may be referred to a credit bureau. A nonrefundable collection fee of \$10 will be assessed to you when the account is referred to a collection agency.

A parent/legal guardian may request information on their child's library card, for those children under the age of 14, if:

1. Parent/legal guardian has the child's library card with him or her.
2. Parent/legal guardian has photo identification with same address as that listed on his or her child's library card.

12. Outreach Library Cards

Agencies serving Library District residents who have limited access to a library may apply for an Outreach Library Card. Eligible agencies include senior centers, retirement homes, pre-schools, day care centers, schools and similar community service agencies. The director of the agency must sign the application indicating the agency will accept financial responsibility for the materials checked out on the card. Schools may be eligible if the principal, who has budget authority for the school, signs the application indicating the school will be financially responsible for the materials checked out on the card. Outreach Library Cards expire annually and a new application must be submitted each year.

The agency or school will be held responsible for lost materials and late fees and will be subject to the same collection agency procedures as individuals. Outreach Library Cards may have up to 100 items checked out at one time for an extended loan period of 42 days. No short-term loan materials (such as popular DVDs or best sellers) may be borrowed on an Outreach Library Card.

13. Interlibrary Loan (ILL)

Interlibrary loan service is provided to Library District residents to acquire materials not available in local libraries. To place a request, you must have a library card in good standing with no overdue items and less than \$10 in fines. You may have up to five active ILL requests at any given time. Repeated requests for titles must be made a minimum of six months apart. An ILL request must be submitted online. Loaning libraries may establish loan periods that differ from the District's loan periods or that require you to use materials in Library District libraries. You must agree to abide by the loan restrictions of the loaning library.

Fines and Fees Schedule (subject to change)

Overdue fines are assessed from the first day or hour items are overdue on a per item basis. No overdue fines are assessed on paperbacks, magazines or children's materials, but failure to return the items to the library will result in a bill and possible collection agency fee for the unreturned items.

Fines over \$10 or failure to return items will result in suspension of borrowing privileges.

Overdue items	25 cents per day, \$4 per item maximum
Overdue fine threshold	\$10
Lost, stolen or damaged items	Full cost of the item plus, processing fee* and collection agency fee if applicable
Interlibrary Loan (ILL) materials	Fees vary and are determined by the loaning agency
Replacement of lost or stolen card	\$1
Insufficient funds	\$25 per returned check
Collection agency service fee	\$10
Lost or missing CC/DVD case, multimedia bag, insert or graphic	\$2
Lost audio-visual case with bookwell	\$5
Lost single disc from a Book on CD set (full replacement may be charged)	\$10

*Processing Fees:

These are charges in addition to the full cost of the items if an item is returned lost or damaged.

DVD, audio-visual instructional titles and 14-day loan books	\$10
Other cataloged items	\$5
Uncataloged items	\$0