



## Circulation Policy

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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, an individual may apply in person at the circulation desk or by completing the application on the Library District web site. Only one card is allowed per individual. The library card will expire on a regular basis and can be renewed as long as all outstanding fines and fees are paid in full, and the patron provides valid picture identification that verifies his or her current address.

## **2. Application Process for Nevada Residents**

An applicant is required to show valid, official picture identification and to verify his or her current Nevada address and birth date. A resident who applies on-line must show valid, official picture identification as described above before checking out materials. Post Office boxes are acceptable for a mailing address provided that the Library District also has the applicant's residence address on file.

An applicant who is under the age of 14 must have permission from a parent or guardian. By signing the application, the parent or guardian accepts financial responsibility for the materials checked out by his or her minor child and acknowledges that it is his or her responsibility to guide the selection of materials checked out by his or her minor child.

## **3. Application Process for Guest Cards**

An applicant who does not have a current Nevada address may apply for a guest card. The applicant must provide picture identification with birth date and his or her current out-of-state address. The guest card will limit the number of items that may be checked out at one time to five items and 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 card.

## **4. Responsibilities of Patrons**

When checking out materials the patron must present his or her library card. If the patron does not have his or her library card, the patron may check out materials by showing a current driver's license or valid, official photo identification. The patron is responsible for the return of all materials checked out on his or her card, and will be held financially responsible for any fines and fees associated with items on his or her record. The patron must notify the Library District immediately if his or her library card is stolen or lost. A parent/guardian is responsible for the fines or fees associated with his or her minor child's library card. A parent/guardian is responsible for guiding his or her minor child's selection of library materials.

## **5. Loan Periods**

The loan period for most library materials is three weeks. High demand items such as DVDs and bestsellers will circulate for shorter loan periods.

Reserve materials such as items at the Health Science Library at the West Charleston Library will circulate on an hourly basis or as requested by the instructor assigning the materials.

## **6. Fines and Fees**

A patron 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 replacement fee, will be mailed. When an uncataloged item, such as a paperback, comic book or magazine is lost, the patron may elect to pay the cost of the item or provide an equivalent item to replace the one that was lost. The replacement will be accepted as long as it is in good condition and is a title currently owned by the Library District.

## **7. Lost or Stolen Library Cards**

A lost or stolen library card must be reported immediately to the Library District. The cardholder will be held responsible for materials checked out on his or her card until the Library District is notified. Once the Library District is notified the card will be blocked to prevent subsequent circulation of materials on the card. The cardholder must show identification to request a replacement library card. A fee of \$1 will be charged for a replacement library card. All charges or loans attached to the lost card will be transferred to the new card.

## **8. Renewals**

Most materials may be renewed up to three times, provided there are no reserve requests waiting and the patron does not have over \$10 in fines/fees on his or her card. Some designated high demand items such as DVDs and bestsellers may not be renewed, or have more limited renewal privileges.

## **9. Borrowing Guidelines**

Clark County residents may check out up to 50 circulating items on a library card at any one time.

Nevada residents who live outside of Clark County will be limited to 15 items per card at any one time. In recognition of proximity and inter-related nature of services, residents of Bullhead City, AZ and other non-residents residing in neighboring communities such as the California residents of Sandy Valley will be extended the same borrowing privileges as Nevada residents who live outside of Clark County.

Guests cards issued to patrons who do not reside in Nevada will be limited to borrowing a total of five items at any one time.

High demand items such as DVDs or bestsellers will be limited to seven items per cardholder.

No patron may check out more than one copy of any particular title. Book Club kits are considered to be one title.

## **10. Loss of Borrowing Privileges**

Books may not be checked out to a patron under any of the following circumstances:

- The borrowing limit of items has been reached.
- Bills or overdue fines are \$10 or over.
- An item is more than 10 days overdue.
- The patron's card has expired. Cards may be renewed if all fines and fees are paid and the address is verified.

## **11. Notices**

As a courtesy, the Library District sends an overdue notice. A fine notice will be sent, if items are returned late, to inform the patron of fines owed. If the items are not returned, a bill for the cost of lost items including processing and replacement charges will be sent.

Accounts owing a minimum balance of \$25 will be referred to a collection processing agency. Accounts owing \$50 or more may be additionally referred to a credit bureau if uncollected. A collection fee of \$10 will be assessed to the patron when the account is referred to the collection processing agency.

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

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

A parent can access information about what is checked out by his or her child if the parent has the child's library card number and PIN.

## **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.

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

cards may have up to 70 items checked out at one time for an extended loan period of 42 days. No short-term loan materials (such as popular videos or best sellers) may be borrowed on an outreach 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, the patron must be in good standing with no overdue items and less than \$10 in fines. A patron may have up to five active ILL requests at any given time. An ILL request must be submitted on-line. Lending libraries may establish loan periods that differ from the District's loan periods or that require the Library District patrons to use materials in Library District libraries. The patron must agree to abide by the loan restrictions of the loaning library.

Patrons who are not Library District residents may request ILL services for a \$25 fee. The requestor must agree to pay any additional fees assessed by the lending institution. The requestor may have up to five outstanding ILL requests payable in advance.

## 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 for the unreturned items.

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

Overdue items	.25 per day, \$4 per item maximum
Overdue fine threshold	\$10
Replacement of lost or stolen card	\$1
Overdue CCSN reserve items	.50 per hour
Lost, stolen or damaged items	Full replacement cost plus processing fee
Insufficient funds	\$20 per returned check
Collection agency service fee	\$10
Lost or missing DVD/video box , multimedia bag, insert or graphic	\$2
Lost AV box with bookwell	\$5
Lost single DVD/video/CD/music CD from a cataloged 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.	
7 day loan DVD or video or AV instructional title	\$10
14 day loan book	\$10
Other cataloged items	\$5
Uncataloged items	No processing charge