

SECOND JUDICIAL DISTRICT COURT
LAW LIBRARY

PATRON LIBRARY CARD POLICY
EFFECTIVE OCTOBER 17, 2013.

1. The law library has a limited circulation policy which allows access to critical volumes for all users.
2. By checking out books or other materials from the Law Library, patrons agree to comply with the Patron Library Card Policy.
3. Patrons must have a library card to check out books or other materials from the Law Library.
4. Eligibility and Identification Requirements for a Library Card:
 - a. Nevada Attorneys
 - i. State Bar of Nevada card or bar number and a photo ID.
 - b. Nevada Residents or California Residents from the following counties: El Dorado, Lassen, Placer, Plumas, Nevada, or Sierra
 - i. Nevada/California Driver License or State ID (valid, with current address) and one other form of address verification; OR
 - ii. Nevada/California Driver License or State ID (valid, address not correct), plus two other forms of current address verification.
 - c. Government Employees
 - i. Government ID badge and photo ID.
5. When checking out materials, card holders must present a current library card or photo ID to library staff.
6. Library materials marked "reference, library use only" may not be checked out.
7. Other library materials may be checked out for seven days.
8. Library materials may be renewed one time, for seven days, if not requested by another user. Renewals may be made by phone or in person.
9. Library materials not returned after seven days will be charged an overdue fine of \$1 per day per item. If the item is not returned within thirty days the item will be declared lost. The patron will be charged for the current price of a new book plus an administrative fee of \$15.
10. Overdue notices are issued as a courtesy to card holders who provide an email address. However, non-receipt of an overdue notice does not exempt a card holder from overdue fines, replacement costs, or fees.
11. Card holders with an outstanding fine, fee, or missing items may not check out or renew library materials until all fines, replacement costs and fees are paid.
12. Circulating library materials may be placed on hold by contacting the reference desk. The card holder will be notified when the item becomes available for pickup. If the item is not picked up within three days of notification, the item will be returned to the shelves.
13. Attorneys and Government Employees may indicate on their library card application the names of staff or runners who are authorized to check out books on their behalf. Authorized user's must bring the patron's library card to check out books, or permission may be given in writing to check out books on the card holder's behalf by letter, fax or e-mail to the Law Library staff.
14. A total of three books may be checked out to any library cardholder at a time.

**VIOLATION OF THE CIRCULATION CARD POLICY MAY RESULT IN THE
TERMINATION OF BOOK CIRCULATION CARD PRIVILEGES.
THANK YOU FOR YOUR COMPLIANCE.**

WASHOE COUNTY LAW LIBRARY BOARD OF TRUSTEES
DISTRICT COURT ADMINISTRATION
SECOND JUDICIAL DISTRICT COURT