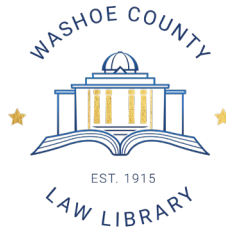


SECOND JUDICIAL DISTRICT COURT

STATE OF NEVADA
WASHOE COUNTY



Washoe County Law Library Library Card & Materials Borrowing Policy

The Law Library's collection is comprised of specialized legal materials. Items designated for circulation and not marked "Reference, Library Use Only" are available for loan to the public. This policy informs the public about the Law Library's circulation policy and the requirements needed to apply for a library card in order to borrow items.

Law Library patrons are required to have a library card to check out materials.

- Eligibility and Identification Requirements for a Library Card:
 - Nevada Attorneys:
 - A State Bar of Nevada card or bar number, and a photo ID.
 - Nevada Residents or California Residents from the following counties: El Dorado, Lassen, Placer, Plumas, Nevada, and Sierra:
 - Government issued photo ID (valid, with current address) OR Government issued photo ID (valid, address not current) and a verification of current address. Documents that can be used to verify an address include a utility bill, lease, or a piece of mail with applicant's name and current address on it.

Only one library card is allowed per individual. The library card will expire every 2 years and may be renewed if the account is in good standing (i.e. no overdue books, no unpaid charges, etc.). To renew the card, the patron will need to present a valid government issued photo ID and verify their current address.

Upon checking out materials, patrons must present a current library card or a photo ID to library staff.

The Law Library has a three-item borrowing limit and a lending period of 21 days.

Materials may be renewed once for another 21 days, if not already requested by another library user.

- Patrons may renew materials by logging on to their library accounts online through the library's online catalog, in person, via email: LawLibrary@washoecourts.us, or by phone: 775-328-3250.

Materials not returned by the due date will be considered overdue.

- As a courtesy, the Law Library's system generates email overdue notices to patrons who have a current email address on their account.
- If an item is lost or not returned within 21 days of the due date, the patron will be charged the replacement cost of the book.
 - If the past due item is returned in good condition, the replacement cost will be waived.
- If a patron pays the replacement charge and later returns the lost item to the library, no refund is given. The patron may keep the book or donate it to the Law Library.
- Library users with unpaid lost or damaged book charges or who have not returned library materials, may not check out items from the Law Library until all charges have been paid, and the items are returned or replaced.

Loss of a Library Card should be reported immediately to the Law Library.

Obtaining a digital Law Library card:

- To apply for a digital Law Library card, a patron needs to agree to this policy and complete a Library Card Application.
- The application with a copy of a government issued photo ID with proof of current address can be emailed to LawLibrary@washoecourts.us.
- Attorneys should include a copy of a Nevada Bar card or number in the email.
- The Law Library card account information will be sent via email. The patron can pick up their physical card by coming to the Law Library and presenting a valid government issued photo ID.

By applying for and accepting a library card, users accept responsibility for all materials checked out and are bound by the Law Library's policies and procedures.

APPROVED: 05/07/2025 by the Law Library Board of Trustees