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| Policy Area: | Law Library |
| Effective Date: | 09/02/2020 |
| Revised Date: | 09/02/2020 |
| Review Date: | 09/02/2020 |

POLICY AND PROCEDURE

1. **Title:** Library Card Policy – Law Library
2. **Purpose:** 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.
3. **Policy:** 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.
4. **Scope and Applicability:** A set of procedures guiding the public and Law Library staff through the process of applying for and the responsibilities of having a library card, for those who wish to borrow materials from the library’s collection.
5. **Definitions:** Not Applicable
6. **Law:** Not Applicable
7. **Procedures:**
 - 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 your address include a utility bill, lease, or a piece of mail with your name and current address on it.
 - Only one library card is allowed per individual. The library card will expire on an annual basis and may be renewed if the account is in good standing (i.e. no overdue books, no unpaid charges, etc.), the patron presents a valid government issued photo ID, and can verify their current address, if needed.
 - 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 seven days.

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- Materials may be renewed once before the due date for another seven days, if not 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 an overdue notice to patrons who provide email addresses.
- If an item is lost or not returned within 30 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 your 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.
 - Email the application with a copy of your government issued photo ID with proof of current address to LawLibrary@washoecourts.us.
 - For attorneys, please include a copy of your Nevada Bar card or number in the email.
 - The patron will receive their Law Library card account information 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.

8. **Approved By:** Washoe County Law Library Board of Trustees

End of Policy