

# CIRCULATION POLICY

Las Vegas-Clark County Library District (LVCCLD)

## Library Cards

A library card is provided free of charge for Nevada residents. [Apply online](#) or at any library branch.

Library cards expire on a regular basis and may be renewed as long as all outstanding fines and fees are paid in full. Inactive library cards will be purged from the system on a regular basis.

The following library card options are available. Only one library card allowed per individual:

### Instant eCard

Anyone who lives, works, attends school, or visits Clark County may [apply online](#) for an eCard and immediately enjoy access to millions of digital resources.

eCards expire annually, and the Library District reserves the right to assess a yearly fee for the library card.

### All Access library cards

Individuals who are permanent residents of or who can provide proof of payment of property tax or business tax in the taxing district of the Las Vegas-Clark County Library District are eligible for All Access library cards.

### Non-Resident library cards

Nevada residents living outside of the Library's taxing district are eligible for one of our non-resident library cards.

Library cards for individuals who reside outside of Nevada expire annually, and the Library District reserves the right to assess a yearly fee for the library card.

Individuals without a residential address should visit their nearest library to inquire about access to Library services.

### Agency library card

Agencies serving Clark County residents may apply for an Agency library card. Eligible agencies include senior centers, retirement homes, preschools, day care centers, schools, and other 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. The agency will be held responsible for lost materials and late fees, and will be subject to the same collection agency procedures as individuals. 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. Agency library cards expire annually and a new application must be submitted yearly.

## **Requirements to Apply**

Anyone who lives, works, attends school, or visits Clark County may [apply online](#) for an eCard and immediately enjoy access to millions of digital resources.

To apply in person at the library, a valid photo ID from Library District approved agencies that includes birthdate as well as proof of current residential address is required. A post office box is acceptable for a mailing address provided that the Library District also has the residential address on file.

An applicant who is under the age of 14 must be accompanied by their parent/legal guardian to apply in person. Alternatively, the parent/legal guardian may complete the [online library card application](#) for their minor child to obtain access to digital resources.

- By establishing a library card, the parent/legal guardian accepts financial responsibility for the materials borrowed on their minor child's library card, and acknowledges that it is their responsibility to guide the selection of materials borrowed by their minor child.
- A parent/legal guardian or authorized user whose name is listed on the minor child's library card can obtain account information by presenting the library card and/or their valid photo ID.

## **Cardholder Responsibilities**

It is the cardholder's responsibility to notify the Library District of changes in account information to ensure contact information is current and valid.

### **Lost or Stolen Library Card**

It is the cardholder's responsibility to report loss or theft of a library card immediately. The cardholder is responsible for all materials borrowed and all charges incurred until the Library District is notified. Once the Library District is notified, the library card will be blocked to prevent subsequent circulation of materials. The cardholder must show valid photo ID to request a replacement library card, for which a fee may be charged. All charges or loans attached to the lost library card will be transferred to the new library card.

## **Use of Library Materials**

To borrow library materials, the library card must be in good standing (no overdue items and less than \$10 in outstanding charges).

Residents of North Las Vegas and Boulder City are subject to the policies and procedures of their respective library districts.

- There is no charge for using library materials within the Library or borrowing library materials normally lent by the Library.
- No person shall remove any item from the Library until the item has been checked out to a library card.

- Cardholders are financially responsible for all library material checked out on their library card.
- Each item borrowed must be returned to the Library or renewed on or before the due date.
- Borrowing limits and loan periods are outlined in the Borrowing Guidelines.
- A parent/legal guardian is responsible for the fines or fees associated with their minor child's library card.

The Library District is not responsible for any damages, including damages to equipment, which may result from the use of library material.

### **Fines and Fees**

Overdue fines and replacement fees for items that are damaged, lost, stolen, or otherwise unreturned are assessed from the first day or hour items are overdue on a per item basis. Details are outlined in the Borrowing Guidelines.

Fines and/or fees totaling \$10 or more, or failure to return items will result in limited borrowing privileges.

Library cards owing a minimum balance of \$25 will be referred to a collection agency. A nonrefundable collection agency fee of \$10 will be assessed to the library card upon referral to a collection agency.

Fines and fees do not apply to Digital resources. These items automatically return at the end of their checkout period.

Fines and fees for items belonging to the North Las Vegas and Boulder City libraries may vary and are subject to the policies and procedures of their respective library districts.

### **Notices**

If a valid email address is on file, the Library District sends courtesy email notifications for items that are due soon, overdue, holds that are ready for pick-up, upcoming library card expiration reminders, and a monthly statement of charges owed to the library.

Account information must be current to ensure courtesy email notifications are received. If email notifications are not received, cardholders maintain responsibility for keeping track of due dates, and submitting payment for fines and fees that may accrue.

If items are not returned to the Library, a bill for the cost of the unreturned items including processing and replacement charges and possible collection agency service fees will be sent.

### **Loss of Borrowing Privileges**

Physical materials may not be borrowed if any of the following apply:

- The borrowing limit of items has been reached.
- Bills or overdue fines and/or fees are \$10 or more.
- An item is more than 10 days overdue.

- The library card has expired. Library cards may be renewed if all fines and fees are paid, and cardholder identity and account information is verified.

A trespass or ban will result in restriction of access to library services.

## **Interlibrary Loan (ILL)**

The Interlibrary Loan service is available to All Access cardholders. ILL attempts to acquire materials (books, articles, and microfilm) unavailable in the Library District's catalog.

- A library card in good standing (no overdue items and less than \$10 in outstanding charges) is required to place an ILL request.
- A cardholder may have up to five active ILL requests at any given time.
- Lending libraries establish loan periods for ILL materials or may require that these items be used within Library District branches. By requesting an ILL item, the cardholder agrees to abide by the loan restrictions of the lending library.

ILL requests are submitted online at [lvccld.org/ill](http://lvccld.org/ill). Library staff are available to assist with placing a request, or the Interlibrary Loan department can be contacted at [ill@lvccld.org](mailto:ill@lvccld.org) or 702-507-6306.

Cardholders are responsible for loss, damage, theft, or otherwise unreturned ILL items, which may include a processing fee. These costs are determined by the lending library. For more information about ILL, please visit the [Interlibrary Loan FAQ's](#).