

# CIRCULATION POLICY

Circulation is limited to active members of the Nevada State Bar, judicial staff, and County departments with a valid circulation card and in good standing with the library.

To obtain a circulation card, the borrower must fill out the Borrower Registration Card located at the Reference desk and available on the Law Library's website at [www.ClarkCountyNV.Gov/LawLibrary](http://www.ClarkCountyNV.Gov/LawLibrary). Along with the registration card, there is a \$50.00 registration fee. The registration fee is good for one year from the date of payment. Library staff must be able to verify your good standing with the State Bar of Nevada.

## Circulation Policy

The following policy is located on the back of the Borrower Registration Card.

“The undersigned Registered Borrower understands that the Law Library will hold the Registered Borrower responsible for all items checked out on his/her Library Card. A fine in the amount of \$1.00 per day (up to the replacement cost of the item) will be assessed for overdue materials, and borrowing privileges will be suspended until all overdue items are returned to the Law Library and outstanding fines paid. Loss of your Library Card should be reported immediately to the Law Library.”

The Library Card belongs to the Registered Borrower and is not transferable to other members of the law office.

## Renewing Circulation Privileges

An annual fee of \$30.00 is required to renew circulation privileges. Circulation renewals are good for one year from the date of payment. If you have lost your original circulation card, a new card will be issued to you free of charge.

## Library Materials

Periodicals and treatises circulate for seven days, while most reporters circulate for two days. Reference materials and those materials marked Library Use Only do not circulate. Borrowers in good standing may check out up to 20 items on their card.

Four renewals are allowed per item, unless a hold has been placed on the item. Each renewal is for one week check-out period from the date requested. Renewals may be made by calling 702-455-4695, by e-mail at [AskInfo@ClarkCountyNV.Gov](mailto:AskInfo@ClarkCountyNV.Gov), or in person at the library.

Fines and overdue materials may cause a borrower's privileges to be suspended. If an item is returned past its due date, a fine of \$1.00 per day (up to the replacement cost of the item) will be assessed. This fine is assessed per book and can add up quickly if multiple books are checked out, so please call the library immediately if you have any difficulty returning your material on time. Fine(s) can be paid upon return of the material(s) or a bill may be sent to you for payment. No materials may be checked out while an account has excessive fines.

The library utilizes fines as a means to ensure that materials will be available for all patrons. If an item is checked out, a hold may be placed on the book so that when it is returned, the item will be readily available for the next patron.

## The Collection

The Clark County Law Library's collection is comprised of more than 70,000 volumes, made up of over 260 periodical titles, more than 22,000 microfiche, and nearly 150 topical loose-leaf services. Our catalog is available online at [www.ClarkCountyNV.Gov/LawLibrary](http://www.ClarkCountyNV.Gov/LawLibrary). To inquire about a particular title or request a book be placed on hold for you, please call us at 702-455-4695.

