

CIRCULATION POLICY

Circulation is limited to members of the 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 Circulation Borrower Registration Card located at the Reference desk. Along with the registrations card, there is a \$50.00 registration fee. Cash, firm checks, and personal checks with photo identification are accepted. The registration fee is good for one year. 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 Circulation Registration Borrowers 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. The amount of \$40.00 is charged for the replacement of a lost circulation card. This charge includes renewal for one year and \$10.00 for the replacement card.

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.

Two renewals are allowed per item, unless a hold has been placed on the item. Each renewal is for one check-out period from the date requested. Renewals may be made over the phone by calling 702-455-4695 or in person at the library.

Fines and overdue materials can cause a borrower's privileges to be suspended. If an item is brought back late, 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 its 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 returns the volume 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. Patrons can search our collection online at www.accessclarkcounty.com/law_library. To inquire about a particular title or request a book be placed on hold for you, please call us at 702-455-4695.

