



BOULDER CITY LIBRARY CIRCULATION POLICIES

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1. YOUR FREE LIBRARY CARD

To borrow library materials, use library equipment or meeting room facilities, a patron must hold and show a current, valid library card in good standing with the Boulder City Library. Your first library card is free and can be obtained at the circulation desk.

If the patron has a library card but does not have that card with him/her, the patron may instead provide official photo identification in order to have the status of his/her library card verified.

To allow the library to maintain current library records, a library card will expire 1-year following the date of issue or renewal. At the time of renewal, the patron will be asked to verify **in person** his/her telephone number, street address, and mailing address if different from the street address. Library cards for short-term residents will expire at the end of their visit, and may be renewed upon their return.—Moved from Identification Required for a Library Card

2. WHO MAY REGISTER FOR A LIBRARY CARD

Since the Boulder City Library is a "district library" with fixed geographical boundaries, eligibility to obtain a Borrower's Card is based on residence within those boundaries and on operating agreements with other public library organizations within Clark County. The following persons may register for and receive a Borrower's Card from the Boulder City Library:

- Persons who reside within the geographical boundaries of the Boulder City Library District or Clark County.
- Persons who are employed by businesses or governmental agencies which maintain their principal place of business within the geographical boundaries of Boulder City Library District.
- Minor children, at least 5 years of age who can legibly print both their first and last names, who reside within the geographical boundaries of the Boulder City Library District, below the age of 16, may obtain a Borrower's Card. The signature of a parent or legal guardian is required on the application. The parent or legal guardian signing the application thereby certifies that he/she will be responsible for all charges consequent to the use of the card. *Parents signing for a child's card must present the same identification as if they were completing their own applications.*
- Businesses licensed within Boulder City or governmental agencies maintaining offices within Boulder City may register for a Borrower's Card, provided the application is completed by the chief executive officer of that business or agency. The business or agency will be responsible for all charges arising from the use of a card so issued.
- Persons who reside in an area which borders the geographical boundaries of the Boulder City Library District such as Willow Beach, Dolan Springs, White Hills and Temple Bar.

- Persons who are employed by businesses or governmental agencies which maintain their principal place of business within an area that borders the geographical boundaries of the Boulder City Library District, provided that the employer will provide written verification of employment on company letterhead (for example a national Park Service Volunteer). Verification should include an anticipated ending date of employment, if less than one year from application date. If anticipated ending date of employment is less than one year following application date, the expiration date of the Borrower's Card will reflect that expiration date.
- Holders of current, valid borrower's cards issued by other public libraries within Clark County including, the Las Vegas-Clark County Library District and the North Las Vegas Public Library District.
- Holders of current, valid borrower's cards issued by other public libraries within Nevada, including the Henderson Public Library District. These persons may be required to register at the Boulder City Library so that their personal data may be entered into our computer system.
- An additional Borrower's Card will not be issued to any person who has a card issued by another public library in the Las Vegas-Clark County system.

3. IDENTIFICATION REQUIRED FOR A LIBRARY CARD

The following identification shall be presented during the completion of an application for a Borrower's Card:

- Applicants ages 16 and over who have earned driving privileges are required to show a current, valid Nevada Driver's license or Nevada DMV-issued picture ID with current physical address. Student's who have not yet received a drivers license are required to either show a school photo identification with another form of address verification or the accompaniment a parent/guardian with necessary identification for proof of residency.
- In the absence of a current, valid Nevada Driver's license or Nevada DMV-issued picture ID with current address, adult patrons wishing to register for a Borrower's Card shall present two other forms of identification including one current, valid picture ID and one other item from the following list:
Utility Deposit receipt, Utility Bill, Rent receipt, USINS Work Card, Current Military ID, U.S. Parks Service card, current Local RV Park receipt, or a piece of mail, postmarked within the last 30 days, addressed to the applicant at the address claimed. **** At least one of these item must offer proof of local physical address.**
- "General Delivery" will not be accepted as an address or as proof of residence.
- If a post office box is provided as a mailing address, the applicant must also provide a residential address.
- If a piece of mail is used as one form of identification, the applicant will be limited to 2 items checked out at the initial visit and the card will be mailed to the applicant.

4. PERSONS WHO DO NOT MEET THE RESIDENCY OR ID REQUIREMENTS

Persons who do not meet the Residency and ID Requirements may borrow uncataloged paperback books and items from the DVD Swap from the Library, and may use other print materials within the Library. These persons may also, with current, valid photo ID, apply for a temporary pass which allows access to the Library's public computer lab. (Library Board 8/2016)

5. REPLACEMENT LIBRARY CARD

While your first library card is free of charge, a fee will be charged to replace a library card. That fee shall be commensurate with similar fees charged by other local public libraries. (Fee - \$1.00 8/2016)

6. TEMPORARY LIBRARY CARD

Temporary Library Cards may be issued to "snow birds," construction crews, exchange students or others who identify themselves as residing within Boulder City Library District for one month or more. Applicants for temporary cards must provide a current home state driver's license and documented local address. If applicant is living in a recreational vehicle (RV), applicant must provide documentation from the local park where that RV is located. An expiration date will be placed on the card to coincide with planned departure from Boulder City. (Library Board 8/2016)

7. LOAN PERIODS AND ITEM LIMITS FOR BOULDER CITY LIBRARY MATERIALS

Nevada Residents: Up to 50 items allowed on a library card at a time.

-Books may be borrowed for up to 3 weeks.

- Youth Paperback Books may be borrowed for up to 3 weeks.

There are no renewals for Youth Paperback Books.

-Visual Media such as DVDs with one or two discs may be borrowed for up to 1 week.

- Visual Media such as DVDs with three or more discs may be borrowed for up to 2 weeks.

The limit for Visual Media is 7 items per person at a given time.

-Music CDs may be borrowed for up to 3 weeks.

The limit for Music CDs is 7 items per person at a given time.

-Audio Books on CD may be borrowed for up to 3 weeks.

The limit for Audio Books is 7 items per person at a given time.

-Magazines may be borrowed for up to 1 week.

The limit for Magazines is 7 items per person at a given time with no renewals.
The most current issue of a magazine is available only for use in the building.

As non-traditional items are added to the collection, each will be subject to their own loan rules.

The following items are not available for use outside of the building:

- Newspapers
- Audio Visual Equipment
- Vertical File Pamphlets, Maps or Clippings.
- The most current issue of a magazine
- Reference Materials
- Microfilm and Microfiche

R-Rated Feature Films and Television Shows Rated TV-MA:

R-Rated Feature Films and TV-MA Television Shows will not be loaned to patrons younger than age 17 without parental consent.

8. EXTENDED LOANS

Patrons who need to extend loan periods due to vacations, business trips or other valid reasons, may make special arrangements with members of the Circulation Staff to extend loan periods for materials belonging to the Boulder City Library. The staff of the Boulder City Library does not have authorization to arrange vacation loans for materials that belong to any other library. (Library Board 9/2010)

9. RENEWALS

Patrons may renew materials in person, by telephone and via the Internet through the Library Catalog. Persons renewing materials will be asked to provide their library card number for verification purposes. Materials may be renewed only if:

- there are not outstanding requests for the items
- if the item has not exceeded the maximum number of renewals,
- the item has not exceeded the maximum amount overdue, or
- the patron has not exceeded the maximum amount of fines permitted.

10. REQUESTS

Titles may be placed on request provided that no overdue items exist on your card and fines do not exceed \$2.50. There is a limit of 25 items on request at a time.

Interlibrary loan service is provided to Library District residents to acquire materials not available in local libraries. To place a request, you must have a library card that is in good standing with no overdue items and less than \$2.50 in fines. You may have up to three active ILL requests at any given time. Repeated requests for titles must be made a minimum of six months apart. An ILL request must be submitted in person at the library. Loaning libraries may establish loan periods that differ from the District's loan periods or that require you to use materials in the library. You must agree to abide by the loan restrictions of the loaning library.

11. OVERDUE FINES

You will be assessed overdue fines and replacement fees for damaged or lost items according to the Fines and Fees Schedule. No overdue fines are charged for uncataloged paperbacks, magazines or children's materials. However, if the items are not returned, a bill for the items, including a processing fee and a possible collection agency fee will be issued.

When an uncataloged item such as a paperback, comic book or magazine is lost, you may elect to pay the cost of the item or provide a replacement for the one that was lost. The replacement will be accepted as long as it is a new item in good condition.

Fines and fees do not apply to eMedia, as titles automatically expire on their due dates.

12. OVERDUE NOTICES

Library Patrons who retain borrowed materials past the due date may receive a reminder about the items prior to receiving a bill for replacement of the unreturned items. Reminders may be made in written form, via telephone or via e-mail. Overdue Notices are provided as a courtesy only. It is the responsibility of the borrower to keep track of due dates and renew materials or return materials to the library in a timely fashion.

Should billing become necessary, the bill will include replacement cost of the item and a non-refundable processing fee just as though the item were lost. If the late item is returned in good condition, both the replacement cost and processing fee will be dropped, however the overdue fine will be applied.

13. LOST OR DAMAGED MATERIALS

Should a patron return an item which has been damaged, report an item as lost, or fail to return an item, the patron will be assessed the replacement cost of the item and a non-refundable processing fee. The patron will be issued a receipt upon full payment of the replacement cost and processing fee.

14. LOST, PAID, THEN FOUND MATERIALS

If a Boulder City Library item which was reported as lost and was paid for by a patron, and is then found, the Boulder City Library will refund the replacement cost of the item if:

- The lost item is returned in good condition to the library within 6 months of the date the item was paid for and
- The patron provides the receipt provided when the lost item was paid for.

The Boulder City Library processing fee is non-refundable.

15. COLLECTION ACTION ON PAST DUE ITEMS

In the event that a patron, having been billed for replacement of overdue items, does not respond to such notification, the Director may commence appropriate collection action to recover the value of the overdue material or initiate a legal complaint in accordance with NRS 379.160. In the event that collection action is pursued, the patron will be billed for the cost of collection along with the replacement cost of the overdue items and associated fines.

16. BOULDER CITY LIBRARY FINE SCHEDULE

Overdue fines are assessed from the first day or hour items are overdue on a per item basis. No overdue fines are assessed on paperbacks or youth materials, but failure to return the items to the library will result in a bill and possible collection agency fee for the unreturned items.

All Items Subject to Fines= .25 per day overdue.

Maximum fine per item = \$4.00

Library privileges will be suspended when fines/fees charged to a card reach a total of \$2.50 or more. Privileges may be reinstated when payments toward the fines/fees bring the total below \$2.50.

Example: Should a patron have 3 items overdue, the fines would accrue at .75/day until the items are returned. If the items are returned after 5 days, each item would have an overdue fine of \$1.25, for a total overdue fine of \$3.75. ($.25 \times 3 \times 5 = \3.75)

Each item would meet the maximum fine charge of \$4.00 after 16 days, for a maximum total charge of \$12.00 if the items are returned in good condition.

If the items are not returned or are returned in poor condition, items will be charged as if lost or damaged.

If the replacement cost of an item is less than \$4.00, then the maximum fine for that item shall not exceed the replacement cost.

Date of implementation: 9/8/2016