

Circulation Policy

1. Nevada State Resident Library Cards

- All Nevada residents are eligible to get a free library card with Pahrump Community Library.
- Photo identification and proof of current address are required to obtain a library card.
- The first library card is free. Replacement of a lost card is \$1.00. All charges or loans attached to the lost card are transferred to the new card.
- Those under the age of 18 must have a parent or guardian present to acknowledge responsibility for materials checked out with their library cards. This includes financial responsibility for the materials borrowed by their minor child and responsibility to guide the selection of materials borrowed by their minor child.
- Library cardholders must comply with all library policies and give prompt notice of change of address or loss of library card.
- Library cardholders are responsible for all items borrowed using the library card issued in their name, including items borrowed by others with or without their consent, unless they have previously reported the loss of their card.
- Library cards expire **every two years**. Library cards for accounts in good standing may be renewed by providing valid photo identification and verification of current address.

2. Out-of-State Guest Library Cards

- Out-of state guest cards are available to those who are not Nevada residents for \$10.00.
- Photo identification and proof of current address are required to obtain an out-of-state guest library card.
- The first library card is \$10.00 and is good for one year. Replacement of a lost card is \$1.00. All charges or loans attached to the lost card are transferred to the new card.
- Those under the age of 18 must have a parent or guardian present to acknowledge responsibility for materials checked out with their library cards. This includes financial responsibility for the materials borrowed by their minor child and responsibility to guide the selection of materials borrowed by their minor child.
- Library cardholders must comply with all library policies and give prompt notice of change of address or loss of library card.
- Library cardholders are responsible for all items borrowed using the library card issued in their name, including items borrowed by others with or without their consent, unless they have previously reported the loss of their card.
- Out-of-state guest library cards expire **1 year from the date issued**.
- A new out-of-state guest card is required each year and is available for \$10.00.

3. Loan Periods and Borrowing Guidelines

- There is a 2-week loan period for most circulating items.
- DVDs and Blu-Ray discs have a 1-week loan period, with the option to renew once.
- Interlibrary Loans (ILLs) have a maximum 2-week checkout period.
- Reference materials and current issues of magazines/newspapers do not circulate (in-house use only).
- Patrons may borrow a maximum of 10 items at one time.
A maximum of 3 DVDs, Blu-Rays, or a combination thereof, may be borrowed at one time.
- The Library Director may establish the loan period, quantity restriction, and/or renewal limit for special collections, materials that are temporarily in great demand, or materials added to the collection which are in a new format.

4. Reserves /Holds

- Patrons may place holds on materials. Library staff will notify patrons when the materials are available, and those materials will be held for one week.

5. Renewals

- Materials may be renewed provided there are no outstanding holds on the materials and the borrower's library card in good standing.
- Most items may be renewed twice.
- DVDs and Blu-Ray discs may be renewed once.
- Interlibrary Loans (ILLs) may or may not be renewable depending on the policies of the lending library. For additional information on Interlibrary Loan, see Reference Policy.

6. Fines and Charges

The overdue fine amount for most items is 15 cents per item each day the Library is open. Please refer to the Fines and Fees Schedule for more information.

- If materials are lost or are returned so damaged as to be judged by the library as unsuitable for the collection, the borrower must pay the replacement cost. A notice of these charges will be sent to the borrower.

7. Denial of Service

Service may be denied to a Pahrump Community Library patron who does not return overdue materials, does not pay outstanding fines, removes materials illegally, or repeatedly abuses Library Policies.

A patron's card will be blocked if:

- The total owed on the account is \$4 or more.
- Any item is more than **30** days overdue
- The library card has expired and not yet been renewed.

99. Confidentiality

As specified in Nevada Revised Statutes 239.013, "Confidentiality of records of library which identify user with property used. Any records of a public library or other library which contain the identity of a user and the books, documents, films, recordings or other property of the library which were used, are confidential and not public books or records within the meaning of NRS 239.010. Such records may be disclosed only in response to an order issued by a court upon a finding that the disclosure of such records is necessary to protect the public safety or to prosecute a crime."

- The Pahrump Community Library adheres strictly to all sections of this Statute regarding the protection of the confidentiality of its patrons.

Adopted by the Pahrump Community Library Board of Trustees 1-12-15, revised 2/8/21

Draft Revisions 10/12/26

Circulation Policy

1. ~~A.~~ **Application, Registration, & Requirements for a Pahrump Community Library Nevada State Resident Library Cards.**

- ~~All borrowers must be registered and must have a valid local or system patron card to borrow library materials. All Nevada residents are eligible to get a free library card with Pahrump Community Library.~~
- ~~Photo identification and proof of current address are required to obtain a library card.~~
- ~~The first library card is free. Replacement of a lost card is \$1.00. All charges or loans attached to the lost card are transferred to the new card.~~
- ~~Those under the age of 18 must have a parent or guardian present to acknowledge responsibility for materials checked out with their library cards. This includes~~
- ~~Patrons must fill out an application form to register for a new library card. Picture identification and proof of current address are required. Applicants 15 years and younger must have a parent or guardian give their consent on the application form before a new card can be issued. This parental signature is not required for children who are renewing cards. By establishing an account, the parent/legal guardian accepts financial responsibility for the materials borrowed by his or her their minor child and acknowledges that it is his or her responsibility to guide the selection of materials borrowed by their minor child.~~
- ~~Library cardholders must comply with all library policies and give prompt notice of change of address or loss of library card.~~
- ~~Patrons Library cardholders agree to be~~ responsible for all items borrowed ~~with using~~ the library card issued in their name, including items borrowed ~~with it~~ by others with or without their consent, unless they have previously reported the loss of their card. ~~They further agree to comply with all library rules and policies, both present and future, and to give prompt notice of change of address or loss of library card.~~
- ~~Your~~
- ~~Library cards will expire every two years, and Library cards for accounts in good standing may be renewed as long as all outstanding fines and fees are paid in full, and you by provideing valid photo identification and verification of your current address.~~

2. ~~B.~~ **Application process for Out-of-State Guest Library Cards**

- ~~If you do not have a current Pahrump address, you may apply for an out-of-state library card. Out-of state guest cards are available to those who are not Nevada residents for \$10.00.~~
- ~~You must provide pPhoto identification and your proof of current out-of-state address are required to obtain an out-of-state guest library card.~~
- ~~The first library card is \$10.00 and is good for one year. Replacement of a lost card is \$1.00. All charges or loans attached to the lost card are transferred to the new card.~~
- ~~Those under the age of 18 must have a parent or guardian present to acknowledge responsibility for materials checked out with their library cards. This~~

includes financial responsibility for the materials borrowed by their minor child and responsibility to guide the selection of materials borrowed by their minor child.

- Library cardholders must comply with all library policies and give prompt notice of change of address or loss of library card.
- Library cardholders are responsible for all items borrowed using the library card issued in their name, including items borrowed by others with or without their consent, unless they have previously reported the loss of their card.
- The Out-of-state guest library cards will expire 1 year from the day the card isdate issued. There is a \$25 fee for this card, \$15 of which is refundable at expiration, upon request.
- A new out-of-state guest card is required each year and is available for \$10.00.

~~C. Lost or stolen cards~~

~~You must immediately report a lost or stolen library card to the Library District. You will be held responsible for materials borrowed on your card until the Library District is notified. Once the Library District is notified, the library card will be blocked to prevent subsequent circulation of materials on it. You must show photo identification to request a replacement library card, for which a fee will be charged (\$1.00). All charges or loans attached to the lost library card will be transferred to the new card.~~

~~D. Responsibilities of Patrons~~

~~When borrowing materials you must have a valid library card. You are responsible for the return of all materials borrowed on your card and will be held financially responsible for any fines or fees associated with items on your account. You must notify the Library immediately if your library card is stolen or lost. A parent/legal guardian is responsible for the fines or fees associated with his or her minor child's library card. A parent/legal guardian is responsible for guiding his or her minor child's selection of library materials. The Library District is not responsible for damage to your personal property due to the use of library materials.~~

~~3E. Loan Pperiods and Borrowing Guidelines~~

- ~~There is a limit of 10 items a patron can borrow at one time.~~
- Books maybe checked out for two (2) weeks, and may be renewed once, by phone, online, or in person, unless the item is on reserve. There is a 2-week loan period for most circulating items.
- DVDs and Blu-Ray discs have a 1-week loan period, with the option to renew once.
- Interlibrary Loans (ILLs) have a maximum 2-week checkout period.
- ~~Reference materials books and current issues of periodicals magazines/newspapers do not circulate (in-house use only).~~
~~Interlibrary loans are due the date determined by Pahrump Community Library.~~
- DVD's & Blu-ray can be checked out for a period of one (1) week, limit three (3) per adult card. Patrons may borrow a maximum of 10 items at one time.

- ~~• A maximum of 3 DVDs, Blu-Rays, or a combination thereof, may be borrowed at one time.~~

~~Audio CDs and CD-ROMs may be checked out for a period of two (2) weeks.~~

- The Library Director may establish the loan period, quantity restriction, and/or renewal limit for special collections, materials that are temporarily in great demand, ~~such as for student projects,~~ or materials added to the collection, which are in a new format, ~~e.g., computer software.~~

~~There is a limit of 10 items a patron can borrow at one time.~~

4F. Reserves /Holds

- Patrons, ~~either in person, online, or by phone,~~ may place holds on materials. Library staff will notify patrons when the materials are available, and those materials will be held for one week.

5G. Renewals

- Materials may be renewed provided there are no outstanding request holds on the materials and you have a valid and the borrower's library card in good standing. Renewals are limited to 2 times per item. Some materials (i.e. DVDs) may not renew, or may have more limited renewal privileges.
- Most items may be renewed twice.
- DVDs and Blu-Ray discs may be renewed once.
- Interlibrary Loans (ILLs) may or may not be renewable depending on the policies of the lending library. For additional information on Interlibrary Loan, see Reference Policy.

6H. Fines and Charges

- ~~• The overdue fine amount for most items is 15 cents per item each day the Library is open. Please refer to the Fines and Fees Schedule for more information.~~

I. Damaged materials

- If materials are lost or are returned so damaged ~~so~~ as to be judged by the library as being unsuitable for the collection, the patron-borrower must pay the replacement cost. A notice of these charges will be sent to the borrower.

7J. Denial of Service

Service may be denied to a Pahrump Community Library ~~user~~ patron who does not return overdue materials, does not pay outstanding fines, removes materials illegally, or repeatedly abuses Library Policies.

~~Items may not be borrowed if any of the following circumstances apply: A patron's card will be blocked if:~~

- ~~• The borrowing limit of items has been reached.~~
- ~~Bills or overdue fines are~~ The total owed on the account is \$4 or more.
- Any item is more than **30** days overdue

- ~~Your~~ The library card has expired and not yet been renewed. ~~Library cards may be renewed if all fines and fees are paid and your account information is verified.~~

~~Anyone can walk into any Library facility and read the newspaper and magazines, browse through the stacks, use the reference materials and computerized products, attend a program, and find answers to questions from the reference librarians. But, if you want to check out books or other items or use the interlibrary loan service, you must have a Library Card.~~

~~K. Interlibrary Loan (ILL)~~

~~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 in good standing with no overdue items and less than 4 in fines. You may have up to three active ILL requests at any given time. Lending libraries may establish loan periods that differ from Pahrump Community Library. You must agree to abide by the loan restrictions **and fines** of the Pahrump Community Library. 9~~

9L. Confidentiality

- ~~As specified in Nevada Revised Statutes 239.0~~183, "Confidentiality of records of library which identify user with property used. Any records of a public library or other library which contain the identity of a user and the books, documents, filmss, recordings or other property of the library, which ~~were~~he used, are confidential and not public books or records within the meaning of NRS 239.010. Such records may be disclosed only in response to an order issued by a court upon a finding that the disclosure of such records is necessary to protect the public safety or to prosecute a crime."
- The Pahrump Community Library adheres strictly to all sections of this Statute regarding the protection of the confidentiality of its patrons~~users~~.

Adopted by the Pahrump Community Library Board of Trustees 1-12-15, revised 2/8/21