



WASHOE COUNTY LAW LIBRARY

~ Since 1915 ~

Historic Courthouse, 75 Court Street, Room 101,
Reno, NV 89501 --- 775-328-3250

www.washoecounty.us/lawlib/

Staff Use Only

Barcode: 2 3241 0000 _____

Staff Verify User's PHOTO Identification _____
(staff initial) _____ Entered _____ Record _____

Cash _____ Check # _____

PLEASE PRESENT PHOTO ID TO STAFF WITH CURRENT ADDRESS FOR *NEW* APPLICATIONS

APPLICATION FOR BOOK CIRCULATION CARD	
Please refer to the circulation rules for residency requirements and fees.	
WASHOE COUNTY <input type="checkbox"/> \$30.00 FEE <input type="checkbox"/> ATTORNEY - WASHOE CO, OR WC BAR MEMBER, OR LAW OFFICE IN WASHOE COUNTY [ATTY-WC] <input type="checkbox"/> NON-ATTORNEY WASHOE COUNTY [PUBLIC-WC]	NON-WASHOE COUNTY <input type="checkbox"/> \$50.00 FEE <input type="checkbox"/> ATTORNEY - OTHER NEVADA COUNTY [ATTY-OC] <input type="checkbox"/> ATTORNEY - NEARBY CA COUNTY [ATTY-CA] <input type="checkbox"/> NON ATTORNEY - OTHER NV COUNTY [PUBLIC-OC] <input type="checkbox"/> NON ATTORNEY - NEARBY CA CTY [PUBLIC-CA]
USER NAME: (LAST, FIRST, MIDDLE INITIAL)	
ADDRESS 1 -PRIMARY MAILING ADDRESS FOR LIBRARY NOTICES. REQUIRED.	
COMPANY	WASHOE COUNTY BAR MEMBER? <input type="checkbox"/> YES <input type="checkbox"/> NO
PO BOX or STREET ADDRESS	COUNTY OF THIS ADDRESS
CITY/STATE	E-MAIL (print clearly)
ZIP	PHONE
BIRTH DATE	FAX
ADDRESS 2 - WORK ADDRESS - STREET REQUIRED WHEN MAILING ADDRESS IS PO BOX	
EMPLOYER	CITY/STATE
STREET ADDRESS	ZIP
ADDRESS 3 - HOME ADDRESS (STREET REQUIRED)	
STREET ADDRESS	ZIP:
CITY, STATE	HOME PHONE:
REFERENCE (Friend or Relative Not Living With You) - REQUIRED	
Reference Name:	Reference Phone Number:
Address:	City, State, Zip:

I authorize the following individual(s) to check out materials on my behalf using my library circulation card. The name(s) of each authorized user required, or written permission must be provided to check-out items. (See Circulation Rule #9)

I assume full responsibility for my book circulation card. I understand that any infraction of the book circulation rules will be grounds for revocation of my card. I agree to pay all fines for damaged, lost or overdue materials charged on my card. I will report to the Washoe County Law Library any change of name, address, or telephone number, or if my card is lost or stolen.

Signature:		Date:	
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Rev. 11/2009

The Washoe County Law Library is a special library. The collection is comprised of legal and law-related materials. The primary users of this collection are county agencies, courts, attorneys and the general public. The Library is supported mostly by filing fees and county general funds. One of the objectives of the library is to preserve the integrity of the collection which is a reference collection. The library will continue to endorse a limited circulation policy as access is denied to users when volumes critical to the reference collection are checked-out or missing. Those patrons who choose not to purchase book circulation cards are welcome to use the Library and its resources during hours of operation.

PATRON CIRCULATION CARD RULES

1. Washoe County Law Library circulation cards must be purchased to check out books or other materials from the Law Library. When checking out materials, card holders must present a library card or other identification to library staff.
2. Residency Requirements and Fees:
 - The fee for a circulation card is \$30 per year for Washoe County residents, or
 - attorneys who are active members of the Washoe County Bar Association, **or**
 - attorneys who have a business office for the practice of law in Washoe County.
 - The fee for a circulation card is \$50 per year for residents of other Nevada counties, and
 - residents of the following California counties bordering Washoe County: El Dorado, Lassen, Placer, Plumas, Nevada, or Sierra.
 - Circulation cards must be renewed and the fee paid every year.
3. A current photo ID verifying the patron's correct address is required when applying for a book circulation card.
4. Library materials marked "reference, library use only" may not be checked out (includes digests, state statutes, Shepard's, reference books and microfiche, etc.).
5. Other library materials that are not marked reference may be checked out for 7 days.
6. Library books and other items may be renewed one time for 7 days if not requested by another user. Renewals may be made by phone, in person, or via the patron's online catalog account. After one renewal, the book will need to be returned to the library until the next day.
7. Library materials not returned or renewed after seven days will be charged an overdue fine of \$1 per day per item. If the item is not returned within sixty days, the patron will also be charged the current price of a new book plus an administrative fee of \$15.
8. If there is a fine outstanding for overdue or missing books, the patron may not check out or renew library materials or renew their circulation card privilege until all fines are paid.
9. Book circulation card holders must indicate on their circulation application the **name(s)** of staff or runners who are authorized to check out books on their behalf. Authorized user's must bring the patron's circulation card to check out books, or permission may be given in writing to check out books on the card holder's behalf by letter, fax or e-mail to the Law Library staff.
10. A total of five books only may be checked out to any circulation card holder at a time.
11. Any violation of the circulation rules may result in termination of book circulation card privileges, and the card fee will not be returned. Revocation may be appealed to the Law Library Director.

**Revised November 1, 2009 by the Washoe County Law Library Director.
Adopted on February 26, 1996 by the Washoe County Law Library Board of Trustees.**