

## **Operating Procedures Policy**

### **Library Hours**

Monday, Thursday, Friday  
9am - 6pm

Tuesday and Wednesday  
9am - 8pm

Saturday  
9am - 5pm

Sunday  
Closed

### **Holidays**

The Library will close in observance of all holidays declared by NRS 236.015 and Churchill County Code.

### **Fees**

All Library services are free with the following exceptions:

Photocopies - 10 cents per page / 50 cents per color page  
Public computer printing / 10 cents per page

### **Library Cards**

Initial library cards are issued without charge. However, if the card is lost, patrons will be assessed a fee of \$1.00 for a replacement.

Temporary cards will be issued to non-permanent patrons with a 2 item limit.

Patrons with out-of-state identification and residing in Nevada will have a 2 item limit until permanent Nevada identification is issued.

Military personnel will receive the same privileges as Nevada residents with military issued identification.

Nevada residents who live in a non-reciprocal county may apply for an annual Churchill County Library card. The fee is \$25 for an individual and \$35 for a family.

Library cards will be issued to people of all ages.

### **Lost Items**

Patrons will be charged current net replacement cost for lost or irreparably damaged items.

### **Borrower Privileges**

All regularly circulated library materials (unless noted below) may be borrowed for a three week period. Material may not be renewed if there is a hold on the item. Fines will be assessed at the following rates:

Adult and Juvenile books periodicals, and books on cd  
10 cents per day, per item

Maximum fine per item: \$2.50

DVDs are checked out for seven (7) days with one renewal. Fines are assessed at the following rates:

10 cents per day, per item  
Maximum fine per item: \$2.50

Non-circulating materials may be checked out overnight with special permission from the librarian in charge. On occasion, a collection of books will be placed on reserve for a group or class use, for a specified period of time, with a specified loan period, or in-library use only.

### **Borrower Restrictions**

Any patron who has \$10.00 or more in fines or fees, including overdues, cannot check out any library materials until the fine is paid or agreement is reached with a librarian.

Adopted: October 25, 2012, revised and adopted November 21, 2013.

Revised and adopted December 19, 2013.

Revised and adopted January 26, 2017.