



LIBRARY CARD AND MATERIALS BORROWING POLICY

STANDARD CARD: A card issued to Washoe County residents, students attending school in Washoe County, and non-residents working or owning real property in Washoe County. Cards expire three years from issue.

NON COUNTY RESIDENT: A card issued to those living outside Washoe County and not working or owning real property in Washoe County. Cards expire three years from issue.

EDUCATOR CARD: A card issued to educators employed at Washoe County Pre-K-12 schools as well as educators at charter schools, daycares, camps, after school programs, homeschooling parents in Washoe County, and Washoe County Library System employees. Cards expire three years from issue.

CONDITIONAL LIBRARY CARD: A card issued in lieu of a standard Library Card pending acceptable documentation. Conditional cards carry a limit of two items at a time and expire three months from issue.

**** All applicants must present a current, valid government-issued photo ID and verification of current address. ****

Borrowing privileges are extended to physical formats of library materials.

Electronic resources may be limited to Washoe County residents.

By applying for and accepting a library card, users accept responsibility for all materials checked out and are bound by Washoe County Library System (WCLS) policies and procedures. The *Fines, Fees and Charges Policy* outlines charges and restrictions associated with borrowing physical materials.

WCLS respects the rights of children to select their own library materials. It is the responsibility of the parents to monitor the materials their children borrow or use in the Library.

Transacting business requires verification of the account holder's identity. See the Washoe County Library System *Confidentiality Policy*.

WCLS reserves the right to limit the total number of items, the number of items within a specific category or format, the length of lending and renewal period(s) for materials and formats per library card.

A list of Acceptable Documents serving as proof of current address is available at all WCLS libraries and on the WCLS website

APPROVED: February 23, 2017
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