

## Circulation Policy

This policy is created to further the Law Library's goal of providing consistent and equal access to library materials for all patrons. The purpose of the policy described below is to ensure that materials are returned promptly so that they are available for all patrons.

### Borrowers

Circulation privileges are limited to qualified borrowers. Qualified borrowers are defined as:

- 1) An active member of the California State Bar who resides or maintains an office in Stanislaus County.
- 2) An active member of the California State Bar who resides or maintains an office outside Stanislaus County who is appearing as counsel in a case filed in Stanislaus County. Judicial permission may be required. Circulation privileges are terminated upon conclusion of litigation.
- 3) An Active member from an out-of-state bar who is appearing as counsel pro hac vice in a case filed in Stanislaus County. Circulation privileges are terminated upon conclusion of litigation.
- 4) All sitting or retired judges residing in Stanislaus County who serve in any judicial capacity, whether public or private.

A change in status (e.g. active to inactive) may affect borrowing privileges. Every qualified borrower must have a complete, current registration on file. There are no exceptions to this requirement.

### Circulation

All materials in the collection circulate with permission granted with by library staff. All Reference materials are designated by a label. Reference items circulate after 3:00 pm and for periods not to exceed 2 hours prior to 3:00 with library staff permission. All reference material checked out overnight is to be returned by 9:00am the following business day.

All other items may check out for a period of seven days at any time. Items are due back 15 minutes before closing on their due date.

### Renewals

Reference items checked out after 3:00 pm may be renewed one time. A request for renewal must be received by phone by 10:00 am to avoid the accrual of fines. If circumstances permit, courtesy calls will be made before 10:00am to remind patrons of reference items checked out.

All other items may be renewed twice, subject to another patron's request for the material. All requests for renewal must be received by the due date to avoid the accrual of fines.

### Overdue Fines

Fines for Reference items accrue at the rate of \$1.00 per item per hour or part thereof. (e.g. an item returned 1 hour and 5 minutes late will be charged for 2 hours.) A grace period of 1 hour applies if the item is returned by 10:00 am. If the item is returned after 10:00am the grace period is expired and fines are calculated from the 9:00 am due date.

Fines for non-reference materials accrue at the rate of \$1.00 per item / per business day. These fines begin accruing the business day following the due date.

All fines are to be paid when the material is returned. Payments may be made by check or cash. If material is dropped off without payment the library will invoice weekly. A processing fee of \$5.00 will be applied to invoiced accounts. If a borrower's fines accrue beyond a total of \$5.00 borrowing privileges and after hours access will be suspended until outstanding balance is paid.

### Library Materials

Library materials checked out during business hours will be marked with due date slips reminding patrons of due date. Please note it is the patrons ultimate responsibility to return item in accordance with our policy.