



# Stanislaus County Law Library

Bruce E. Ramsey, President ~ Honorable Marie Sovey Silveira, Secretary ~ Janice A. Schmidt, Director

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## Stanislaus County Law Library 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.

### Circulation

Circulations 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 the 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. It is the responsibility of the qualified borrower to notify library personnel in the event that registration information changes.

All materials in the collection circulate with permission granted by the 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 9:00 am 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.

*Adopted by the Stanislaus County Law Library Board of Trustees November 2, 2005; amended February 4, 2009*

1101 13<sup>th</sup> Street, Modesto, CA 95354 Phone: (209)558-7759 Fax: (209)558-8284  
Email [library@stanlaw.org](mailto:library@stanlaw.org)

## **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 10:00 am to remind patrons of reference items 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 day the item is due to avoid the accrual of fines.

## **Fines**

Fines for reference items accrue at the rate of \$1.00 per volume per hour or part thereof, e.g. a volume returned 1 hour and 5 minutes late will be charged for 2 hours. A grace period of 1 hour applies if the volume is returned by 10:00 am. If the volume is returned after 10:00 am 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 \$1.00 per volume 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 case. 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 fines accrue beyond \$5.00 borrowing privileges and after hours access will be suspended until outstanding balance is paid.

## **Lost/Damaged Items**

Any item not returned within 30 days after the date of the overdue notice shall be declared lost by the Librarian and the qualified borrower may be charged accordingly (Cal Ed. Code §19911).

Borrowers who lose an item or in whose custody an item is irreparably damaged shall pay the replacement cost plus a \$30 service charge. The qualified borrower is responsible for the cost whether or not the library replaces the item. Amount is due within 15 days of receipt of invoice.

## **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 patron's ultimate responsibility to return items in accordance with our policy.

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