

Lending Policies & Borrower Responsibilities

Borrowers are responsible for understanding the policies related to any library material they check out. Disregard for library policies may result in permanent suspension of Clark County Lending Library (CCLL) borrowing privileges.

Items are available for anyone to use in the library. However, to check out material, a Clark County ID must be presented. Material may not be taken from the library without being checked out.

Borrowers are responsible for knowing the date material is due and returning (or renewing) it promptly.

Material may not be checked out for others. A borrower is financially responsible for all material checked out using his/her card.

Therefore, theft/loss of any CCLL materials must be reported immediately by calling either Roberta Schmidt-ADS at 715-267-7228, Theresa Kiel-Courthouse at 715-743-5289, or Tammy Yaeger-CCHCC at 715-229-2172 respectively.

Care of Library Material

Material must be returned in the same condition as when it was checked out. Borrowers may not write in books, turn down page corners, or use "post-it"-type notes/flags. Borrowers are financially responsible for loss/theft of material(s) checked out to them. Do not leave materials unattended. To protect themselves, borrowers who notice damage should report it promptly.

Checking out Materials

Materials can be checked out for 14 days. Requests for materials are accepted via e-mail, web, or hard copy submission. Hard copy request sheets are located inside the front cover of the CCLL Materials Manual. These manuals are located in the Wellness/Fitness Room at all facilities as well as on the Clark County Web site and J drive. Hard copy requests should be submitted to the business office front desk staff at CCHCC and ADS, and to Theresa Kiel, 5th Floor RM 502, at the Courthouse.

Returning Material

Please return DVDs, videos, CDs, etc. to either the business office front desk staff at CCHCC and ADS, or Theresa Kiel, 5th floor RM 502, at the Courthouse, during working hours. Return questions can be directed to the following individuals respectively: Roberta Schmidt-ADS at 715-267-7228, Theresa Kiel-Courthouse at 715-743-5289, or Tammy Yaeger-CCHCC at 715-229-2172.

Availability of Checked Out Material

The library usually has only one copy of each title to support the information needs of the entire CCLL community. Therefore, if there is a request for an item already checked out, a waiting list will be started.

If a borrower will be away at the due date, that person must assure that checked out material will be available to others during the absence. Material should either be returned before leaving or arrangements made for someone to return them.

Renewals and Bills for Replacement

Library material *must* be renewed to extend the due date; renewals are not automatic and will only be granted if they have NOT been placed on the waiting list. Borrowers may renew eligible materials in person. Bills are the responsibility of the borrower and are only issued if the checked out item is not returned within 10 days of the due date.

If a borrower owes money, privileges are suspended without notice.

Material may not be checked out for others. A borrower is financially responsible for all material checked out using his/her ID card.

Therefore, theft/loss of any CCLL material must be reported immediately by calling either Roberta Schmidt-ADS at 715-267-7228, Theresa Kiel-Courthouse at 715-743-5289, or Tammy Yaeger-CCHCC at 715-229-2172 respectively.

Library privileges expire when an individual leaves employment with Clark County.