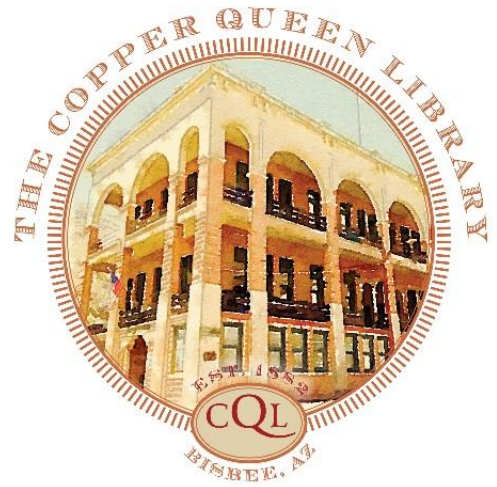


Copper Queen Library

6 Main Street | PO BOX 1857 | Bisbee, AZ 85603
520-432-4232 | www.copperqueenlibrary.com



CIRCULATION POLICY

Registration

1. A library card will be issued free of charge to residents of Cochise County and updated every three years.
2. Verification of mailing address in Cochise County and photo ID are required.
3. A parent or guardian signature is required for applicants under the age of 14.
4. Lost or damaged library cards will be replaced for a fee of \$3.00.

Circulation

1. The loan period for most books (including audiobooks) is three (3) weeks.
2. New fiction and nonfiction circulates for ten (10) days.
3. DVDs circulate for seven (7) days.
4. Music CDs circulate for three (3) weeks. Patrons may borrow ten (10) at a time.
5. Periodicals do not circulate.
6. Patrons with outstanding fines or overdue items may not borrow additional items.
7. Library materials may be renewed, unless another library patron has a hold on it.

Online Access

1. Patrons may access their account online **using their library barcode and PIN** via the Cochise County Library District's Online Catalog at copperqueenlibrary.com. Just click on the Library Catalog icon on our homepage.
2. Patrons may use their online account to:
 - a. Look up material information
 - b. Renew library materials
 - c. Place holds
 - d. Download e-books, e-audiobooks, and e-magazines
 - e. Access library databases

Returns

1. Library materials may be returned at the following locations:
 - a. Old Bisbee: Library circulation desk
 - b. Old Bisbee: Library drop box located a Post Office entrance
 - c. Warren: Library drop box located at City Hall
 - d. San Jose: Library drop box located at the Senior Center

Overdue Materials

1. Patrons will receive a courtesy reminder via email a few days before their items are due.
2. Patrons will receive first overdue notice one week after due date.
3. Patrons will receive second overdue notice two weeks after due date.
4. After two months, patrons will be billed for full replacement costs of overdue materials.
5. Patrons may not check out more library materials until overdue items are returned, nor may overdue materials be renewed until fines are paid.

Fines and Replacement Information

1. Overdue materials will be charged \$.10 a day.
2. Maximum overdue fine for any one item is \$5.00.
3. Materials that are lost or damaged shall be paid for in full, or replaced with an equivalent copy purchased by the patron.

Interlibrary Loan

1. Library materials are shared throughout the Cochise County Library District. Holds may be placed on other libraries' materials.
2. A courier service delivers books twice a week. Holds placed are made available Mondays and Wednesdays.
3. Patrons are notified by email when holds are available. If no email address is available, the patron will be notified by phone.
4. Materials that are not available in Cochise County may be requested using our Interlibrary Loan (ILL) Service.
5. ILL requests are limited to five "in process" per patron.
6. Loan items will be held for 10 days after patron is informed of loan arrival.
7. There are no renewals for out-of-county ILLs.
8. Patrons who fail to pick up loan items or return them by the due date may lose ILL privileges.

Library Information

Copper Queen Library
6 Main Street / PO BOX 1857
Bisbee, AZ 85603

Phone: 520-432-4232
Fax: 520-432-7061

Website: copperqueenlibrary.com

HOURS: Mondays and Tuesdays, 12-7
Wednesdays - Fridays, 10-5

NOTE: The City of Bisbee reserves the right to, and may, prosecute persons violating these policies under Arizona Revised Statutes 9-419 which provides penalties for willful detention of or damage to library materials. Rev. 12/04