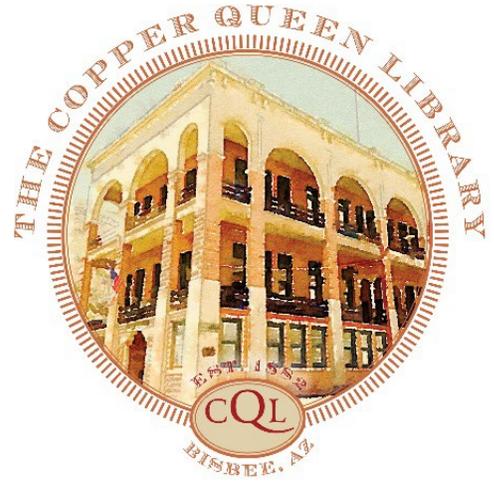


# Copper Queen Library

6 Main Street | PO BOX 1857 | Bisbee, AZ 85603  
520-432-4232 | [www.copperqueenlibrary.com](http://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 valid email and phone number are required.
4. A parent or guardian signature is required for applicants under the age of 14.
5. 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.
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](http://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 in front of the Bisbee Boys and Girls Club
  - d. San Jose: Library drop box located at the Senior Center
  - e. San Jose: Library Annex located at 519 Melody Lane (BUSD Administrative Offices)

# 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. The Copper Queen Library does NOT charge fines for overdue materials, EXCEPT for internet hotspots (\$1/day)
2. 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 Saturdays 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 of Things

1. Patrons must be at least 18 years old to check out items from the Copper Queen Library's Library of Things.
2. Parents/guardians are responsible for items used by underage patrons.
3. Items from the Library of Things circulate for seven (7) days.
4. Items may be renewed unless another patron has a hold on it.
5. Patrons are responsible for reading all instructions associated with the item and using the item safely and correctly.
6. Items that are lost or damaged shall be paid for in full or replaced with an equivalent copy purchased by the patron.

# Library Information

## Copper Queen Library

6 Main Street / PO BOX 1857  
Bisbee, AZ 85603  
Phone: 520-432-4232  
Fax: 520-432-7061

## San Jose Annex

519 Melody Lane  
Bisbee, AZ 85603

Phone: 520-432-5381, ext. 1011

Website: [copperqueenlibrary.com](http://copperqueenlibrary.com)

## MAIN LIBRARY HOURS

Mondays and Tuesdays: 12-7  
Wednesdays - Fridays: 10-5  
Saturdays: 10 - 2

## CQ LIBRARY ANNEX HOURS

Wednesdays and Thursdays: 10-3  
Fridays: 12-5