

## Jemez Springs Public Library

### Library Card & Borrowing Policy

#### Library Card Eligibility

Library cards will be issued to those with proper ID who are:

1. full-time adult residents of the local Jemez Valley area, bounded by Zia Pueblo and San Ysidro, Ponderosa, Guadalupe Canyon, Seven Springs and Sierra Los Pinos;
2. part-time adult residents who either own property in the area defined above (Vacation Home), or live in the area at least three months of the year (Limited 3 Month)
3. adults who live outside the area, but within New Mexico, who have a library card from another New Mexico state library and request reciprocal privileges (NonResident (NM))
4. children and youth, with the same residential status as one of the above, as follows:
  - age 16 or under, whose applications are signed by a parent or guardian. (Child)
  - Youth age 13 and up may obtain their own limited library card with valid ID (Teen, self-registered)
  - Age 17 and up apply as adults

\* internet access via a library device for youth under age 17 requires parent approval – see Internet Access Policy for details

Identification required is a photo ID and proof of address such as a utility bill if the ID doesn't have the relevant address on it. Initial library cards are free. Replacement cards are available for a fee.

#### Special Types of Cards

- Digital Access Library Card – this card may be applied for online by those meeting library card eligibility requirements with the exception of items 3 as this card is not intended for non-residents. This will give access to online resources requiring a library card number and password, such as ebooks. No physical material checkouts are allowed; can be upgraded to a regular card by visiting the library with ID.
- Educator Card – teachers, including homeschool teachers, may obtain an educator card which allows for a larger volume of materials to support instruction.
- Student Digital Access Library Card – students at JVE, JVMS, and JVHS may obtain a Digital Access Library Card via the school Librarian. This card will allow access to library ebooks/audiobooks in the appropriate level (ELE.MS or HS). *Note: this card type is also available to other students in the Jemez Valley area via direct request to JSPL.*
- Teen Card – Youth ages 13-16 may obtain a library card without parent signature. Checkouts on teen cards will be more restricted in the number of items checked out.

## Confidentiality

A library card should only be used by the person(s) to whom it has been issued. The library card or a photo ID may be requested in order to access and ensure account accuracy. The library may not give information about an account to anyone other than the cardholder.

In accordance with the following statement from American Library Association, information about what materials are checked out by children and teens on their own library cards is not shared with parents without permission of the youth. "Lack of privacy and confidentiality has a chilling effect on users' selection, access to, and use of library resources. All users have a right to be free from any unreasonable intrusion into or surveillance of their lawful library use. ALA and its members recognize that children and youth have the same rights to privacy as adults. Library users expect, and in many places have, a legal right to have their personally identifiable information and library-use data protected and kept private and confidential by anyone with access to that information."

Please see our Confidentiality Policy for additional information.

## Borrower Privileges & Responsibilities

A Jemez Springs Public Library card in good standing entitles the patron to borrow circulating materials from the library and online library. Checkout privileges for items of higher value from Library of Things collection are not immediate and require membership in good standing for three months prior to checkout. Most library items circulate for 3 weeks, however DVDs circulate for 1 week and some non-traditional items have shorter circulation. Limits for checkouts by card type are as follows:

Member Type	Total Physical items	Books	Dvds	Ebook or eaudio	Electronics & Devices	Musical Instruments	Hobbies & Crafts	Learn & Play	Baby Gear	Games & Puzzles	Health & Fitness	Kanopy Services
Full Adult & Vacation Home	15	15	5	5	2	2	1	3	3	3	1	Yes
Child (with parent signature)*	15	15	5	5	0	0	0	0	0	0	0	Yes
Teen (self-registered)*	5	5	1	5	0	0	0	0	0	0	0	No
Family Maximum	60	N/A	N/A	N/A	2	2	2	3	3	3	2	N/A
Limited 3 Month	8	8	5	5	0	0	0	0	0	0	0	No
NonResident (NM)	8	8	5	5	0	0	0	0	0	0	0	No
Educator	30	30	5	5	Use family maximum checkouts							No
Digital Access Card	0	0	0	5	0	0	0	0	0	0	0	Yes
Student Digital Access	0	0	0	5	0	0	0	0	0	0	0	No

\* **NOTE** – items from the Library of Things may be checked out to emancipated minors, unaccompanied children, or limited cards under special circumstances of need at the discretion of library staff.

Patrons of all libraries in the United States are entitled to Policies guided by the American Library Association's Library Bill of Rights. <http://www.ala.org/advocacy/intfreedom/librarybill>

The individual(s) to whom the card is issued is responsible for:

- The return, in good condition, of all materials borrowed (Library of Things items must be checked out & returned during library hours and inspected for any damage)
- Payment of any charges for damaged or lost materials
- Reporting a stolen or lost card immediately
- Reporting any changes in name, address, or contact information
- Inspecting dvd/cd cases before checkout and to ensure the disks are all present

### **Overdue library materials**

Due to the distance traveled to reach the library for most patrons, this policy is created to encourage the use of library materials without fear of overdue fines or short term loans requiring frequent travel to the library building.

All standard tangible circulating items will auto-renew unless there is a hold request for the item, in which case the item may not be renewed. The Library Director will review and adjust renewal periods as needed to provide the best service to the community. Patrons will receive notification of any auto-renewals and new due dates.

Items are considered overdue if not returned by the due date after any renewals are completed. Library patrons will be notified of overdue materials via a reasonable schedule established by the Library Director. No fines are charged for overdue items, however borrowing privileges may be suspended until items are returned.

### **Lost or damaged library materials:**

It shall be the policy of Jemez Springs Public Library to charge patrons for lost or damaged materials.

The replacement cost is associated with most individual library holdings. Patrons will be charged according to this replacement cost. If no replacement cost is associated with a lost holding, patrons will be charged the current replacement cost as determined by the Library Director, via publically available sources, for a new copy of the item.

Patrons (age 17+) with fines for lost materials will lose lending privileges until lost items are returned, or the bill is paid, or by specific arrangement with the Library Director for alternative reimbursement. The Library Director may waive fees at their discretion for situations such as loss of materials by wildfire.