

Jemez Springs Public Library Library Card & Borrowing Policy

Approved by the Board of the Jemez Springs Public Library on May 12, 2026

Library cards are free!

You must apply for a library card in-person

The library is legally required to ensure that the patrons we serve live in the state of New Mexico. Our contracts with our electronic resource vendors state that the services we pay for are intended for New Mexico state residents, whose tax dollars are used to pay for such services. Therefore, this requires patrons to come to the library and show their photo ID to apply for a library card; and to visit the library at least once every three years with their photo ID to confirm that they still live in New Mexico.

Required documents

Photo ID and if the ID doesn't have the relevant address on it, proof of address, such as a utility bill.

Accommodation via a virtual meeting

If you can't come to the library in person, please contact us at librarian@jsplibrary.org to arrange a virtual meeting. You will have to show the required documents to the library staff via the meeting's video connection.

Library card types

1. Full-time adult residents of the local Jemez Valley area, within the following zip codes: 87025, 87024, 87053, 87044 (card type: Adult).
2. Part-time adult residents who own property in the area defined above (card type: Vacation Home) or live in the area at least three months of the year for work or school without owning property (card type: 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 (card type: Nonresident NM).
4. Children and youth, with the same residential status as one of the above, under 18 years of age, whose applications are signed by a parent or guardian (card type: Child/Under 18).
5. Teen Card – Youth ages 13-16 may obtain a library card without parent signature with valid ID (card type: Teen (Self-Registered)).

Library card renewal

Library cards are valid for 3 years. When your card expires, you must visit the library in person or arrange a virtual meeting, and you must present the same documents as required for a new card registration (please see above) to renew the card.

Confidentiality

A library card should only be used by the person(s) to whom it has been issued. Library staff may request to see the library card or a photo ID before conducting a library transaction. The library will not give information about an account to anyone other than the cardholder.

*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. DVDs circulate for 1 week, and some non-traditional items have shorter circulation. Limits for checkouts by card type are as follows:

Member type	Books	DVD's	Libby	Library of Things	ILL	Kanopy
Adult	15	5	5	3	1	Yes
Vacation Home	15	5	5	1	0	Yes
Limited 3 Month	8	5	5	0	0	No
Non-Resident (NM)	8	5	5	0	0	No
Child/Under 18	15	5	5	0	0	No
Teen (Self-Registered)	5	1	5	0	0	No

The individual 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).
 - Library staff may ask you to clean items that are overly dirty.

- 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 within a month of their occurring
- Inspecting DVD/CD cases before checking out and checking in to ensure that all the disks are present

Overdue library materials

- All standard tangible circulating items will auto-renew unless there is a hold request for the item. Patrons will receive notification of any autorenewals and new due dates.
- Items are considered overdue if not returned by the due date after all renewals are completed.
- Library patrons will be notified of overdue materials.
- No fines are charged for overdue items, but borrowing privileges may be suspended until items are returned.

Lost or damaged library materials:

- Patrons with fines for lost materials will lose lending privileges until either the 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 or adjust fees at their discretion.
- Most library items have a demonstrable market-based replacement cost. Patrons will be charged according to this replacement cost, or, where such information is not available, at the suggested compensatory cost (determined, based on the market value of similar materials, by the Library Director).