

Truth or Consequences Public Library

Circulation Policy

Purpose: This policy sets the guidelines for the public's use of the Library's collection, in order to make library materials available to all patrons, to provide for maximum use of the collection, and to provide a uniform policy for the recovery of overdue materials.

Definitions: '**Library**', for the purposes of this document, refers to the Truth or Consequences Public Library. '**Library materials**' includes all items in the Library's collection, regardless of format, i.e. books, audio books, periodicals, videocassettes, DVDs, music CDs, etc. '**Services**' refers to use, by Library patrons, of the Library's resources, including library materials, interlibrary loans, and computers. '**Overdue**' means any library materials kept beyond due dates, whether inadvertently or by intent. '**Library card**' refers to the electronic record kept in the library's database, since T or C Library does not, at this time, issue physical cards for the patron to carry. '**Basic library service**' means the access to and free use of services provided in a library's legal service area, as defined in New Mexico Administrative Code, section 4.5.2.7.B.

Library services: Truth or Consequences Public Library participates in the statewide reciprocal borrowing program. Under this program, basic library services are free to all New Mexico residents, and the Library will serve all residents of the local community and outlying areas.

The use of the Library, or its resources and services, may be curtailed should excessive demands of a group or an individual impede service to the public. The use of the Library or its resources and services may be denied, for cause such as failure to return borrowed materials, theft of Library property, or destruction of Library property. Library cards that have been revoked for cause may be reinstated only with the express approval of the Library Board or by order of the City Manager.

Persons eligible to use the Library: Any individual who can sign his/her full name, has no previous derogatory borrowing record, and who can verify his/her residence may apply for a library card. Identification and proof of residence are required. A new patron may check out up to three items at the time the application is approved. No patron may check out items from the Library on any card other than his/her own.

Library materials loan periods and limits: Books, unless otherwise marked, check out for a period of 28 days with one renewal. Audio books, videos, DVDs, and music CDs check out for 14 days with one renewal. Reference and Rare (locked case) books are for use in the Library only. Patrons whose accounts are less than six months old are not eligible for Interlibrary Loans except by special arrangement with the Librarian. Interlibrary loan terms are at the discretion of the lending library. Special loans may be granted in case of a special need, by arrangement with the Librarian.

Patrons whose accounts are less than six (6) months old, and patrons under 18 years of age are limited to three items checked out at any given time. Patrons under 18 may borrow a maximum of one videocassette or DVD. In accordance with the City of Truth or

Consequences Code, Section 2-249-f, a parent or guardian must be responsible for Library materials borrowed by their children under 18 years of age.

Overdue library materials: During the first 21 days following the due date, borrowed library materials are considered '*due now*', rather than '*overdue*'. After that time, overdue notices are sent requesting return of the materials to the Library, and borrowing privileges are suspended. No fines are charged, and when the materials are returned, borrowing privileges are reinstated.

Should overdue borrowing become habitual to the point of being deemed deliberate, the patron's library card may be revoked. Any patron's library card may also be revoked for repeated and/or flagrant violation of any provisions of City of Truth or Consequences Code, Section 2-249, Return of borrowed materials to Public Library (copy attached).

Approved by the Truth or Consequences Public Library Advisory Board, June 26, 2007.

Sec. 2-249. Return of borrowed materials to Public Library

(a) It shall be unlawful for any person to detain, or fail to return to the Public Library, any book, magazine, newspaper, audio or video record, microform, equipment, or any other Library property in the custody of or belonging to the Public Library, or borrowed from any other Library through interlibrary loan services, after the date on which such person should have returned the property in accordance with the rules of such Library.

(b) It shall be unlawful to give a fictitious or incorrect name or address at the Public Library in order to obtain possession or use of any property in the custody of or belonging to the Public Library.

(c) It shall be unlawful for any person to cut, write upon, injure, deface, tear, damage, or destroy any book, magazine, newspaper, audio or video record, microform, equipment, or other property in the custody of or belonging to the Public Library without the consent of the Library.

(d) It shall be unlawful for any person to remove any book, magazine, newspaper, audio or video record, microform, equipment, or other property in the custody of or belonging to the Public Library without the consent of the Library.

(e) It shall be unlawful for any person to pay for any Library fines, fees, or services with a check drawn on a closed account or won with insufficient funds. Persons so doing shall be liable for any and all collection fees incurred by the Library.

(f) A parent or guardian shall be responsible for Library material borrowed by their children under 18 years of age.