


POL-LIB-2017-01	Issue No: 1.0	August 25, 2016
Prepared by: Elise Vidal	Page 1 of 3	Approved by: 
Library Card Policy		

PURPOSE:


Thomas Branigan Memorial Library’s (TBML) mission is to have a positive impact on our diverse community by providing lifelong learning and literacy resources. This policy’s purpose is to define the privileges afforded by the library card and provide staff and the public with conditions under which library cards will be used.

Policy:

Any resident of Dona Ana County is eligible for a free library card from TBML as long as they meet the eligibility requirements. A library card must be presented in order to check out materials and access library services. TBML library cards are non-transferrable. *For additional services available with a TBML library card see Borrowing Policy.*

Eligibility requirements:

- 1. Qualifications for a Library Card:**
 - a. Adults (18 years of age and older) must present a valid photo ID with their current address to receive a library card.
- 2. Acceptable Forms of ID:**
 - a. Valid New Mexico Driver's license with photo and current permanent address listed **OR**
 - b. Valid New Mexico State Identification card with photo and current permanent address.
- 3. Other Acceptable Forms of Identification (with proof of Dona Ana County address):**
 - a. Other current State driver's license or identification card with photo **OR**
 - b. Immigration and Naturalization Service card with photo **OR**
 - c. Mexico driver's license **OR**
 - d. Current passport **OR**
 - e. Mexico Consular card with photo.
- 4. Acceptable Proofs of Local Address:** (Name of the person applying for the card must appear on acceptable proofs of Local Address).
 - a. Document dated within the last 30 days (telephone bill, El Paso Electric, City of Las Cruces utility bills, bank statement) **OR**
 - b. Valid mortgage, rental or lease agreement.
- 5. College Students Living in Las Cruces or Dona Ana County:**
 - a. NMSU student ID card plus current driver's license with photo or state identification card with photo.
- 6. Other New Mexico Counties:**
 - a. Valid New Mexico driver's license with photo and local library card.
- 7. Individuals Wintering in Las Cruces and Dona Ana County for 3 Months or More:**
 - a. Valid driver's license with photo or State ID card with photo plus verification of local address.
 - b. For further qualifications refer to #9 and/or #10.
- 8. Under the Age of 18.**
 - a. Children must be able to write their first and last name to receive a card.

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- b. Children under 18 years of age must have a parent/legal guardian, with an acceptable form of ID, sign their application and also authorize that child to access the Internet.
- c. Parent/legal guardian must have a Thomas Branigan library card which is valid and has no outstanding fines before the child is issued a card.
- d. The parent/legal guardian of record is responsible for any items checked out and any fines on their child's library card.
- e. Any charges on a child's card when the child turns 18 years of age are the responsibility of the parent/legal guardian of record.

9. New Borrower:

To encourage responsible use of the library card, timely return of library materials, and payment of library fines and fees, TBML will issue a card to new borrowers with restricted parameters for checking out materials and requesting material for a period of three (3) months from the date of issue. This will enable the new borrower to become familiar with the policies and procedures of being a responsible library patron. New Borrower's cards will be issued to adults, minors, residents and New Mexico residents who live outside Dona Ana County.

- a. Limit of 5 items checked out at any one time.
- b. Limit of 2 items on hold request.
- c. After 3 months the new borrower card will change to a permanent card if there is a zero balance of fines and no items overdue, lost, or claimed returned. When the card is changed to a permanent status, the normal circulation limits will apply.


10. Temporary or Transitional Housing Library Cards

Temporary cards are issued to Dona Ana County residents who do not have a permanent address.

- a. Proof of temporary address must be presented (hotel bill, letterhead from Community of Hope as examples).
- b. Cards are good for 3 months, which can be renewed every 3 months until such time as the patron presents TBML with proof of a permanent address and has a zero balance of fines, no items overdue, lost or claimed returned.
- c. Limit of 5 items checked out at any one time.
- d. Limit of 2 items on hold request.

11. Lost or Stolen Library Cards

- a. Cardholders are responsible for any items checked out and any fines incurred by the use of their library card whether it is authorized or unauthorized.
- b. TBML is not responsible for any unauthorized use of a library card.
- c. Patrons must report a lost or stolen card immediately to the library. The borrower is responsible for any items charged to their card unless reported to the library.
- d. Card replacement fees are established by City of Las Cruces City Council. *Please see Fines and Fees Policy.*

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UPDATES		
ISSUE	PAGE	DETAILS
1.0		Policy Creation

PEER REVIEW	
Title: Library Administrator Renee Payne Frankel	Title: Library Manager Catherine Christmann
Title: Library Supervisor Elise Vidal	Title: Library Assistant Senior Kelly Miller
Title: Library Assistant Ryan Roy	Title: Library Assistant Lanee Lujan
Title: Public Member Dolores Tellez	Title: Library Advisory Board, President Ellen Young
Title: Library Advisory Board Vice President Jose Aranda	Title: Library Advisory Board, Secretary Susan Pinkerton
Title: Library Advisory Board, Friends Liaison Susan Fletcher	Title: Library Advisory Board, Member Sue Patterson
Title: Library Advisory Board, Member Sharon Shoemaker	Title: Library Advisory Board, Member Elsie Ramirez