

## Library Services for Community Users

### Library Use

All library buildings are open to the public. Some library hours are restricted to UNM faculty, staff and students only. UNM only hours are posted on the library website and on the schedules posted in each library.

Anyone is free to use materials in the library building with the exception of certain electronic resources licensed only for UNM users. All visitors are expected to conform to the UNM Visitor Code of Conduct which can be found at <http://dos.unm.edu/code-of-conduct-faqs.html>.

Visitors can purchase copy cards at the vending machines in each library in order to use our printing and copying services.

### Computer Privileges

- All non-UNM users will need a Computer Use Guest Pass before using library computers.
- A valid government issued photo id will be required before a Guest Pass will be issued.
- Guest passes can only be used on designated computers in each library.
- Guest passes are good for 60 minutes per day.
- Visiting researchers should inquire at the service desk to discuss options for extended use.

### Borrowing Privileges

- You must have a UNM University Libraries Community Borrower Card (CBC) and photo id to borrow books, periodicals, or audiovisual materials from:
  - Centennial Science Engineering Library
  - Fine Arts and Design Library
  - Parish Memorial Library
  - Zimmerman Library
  - Law Library
- Cards may be purchased for \$35.00 at the service desk of any of the libraries listed above and are good for one year.
- Alumni receive a \$10.00 discount with authorization from the UNM Alumni Office.
- Community Borrower's Privileges do not include Interlibrary Loan, off campus access to our electronic resources, checkout of laptops, iPads, Kindles, e-reserves, or use of group study rooms.
- Call 277-5450 to ask about the use of UNM Health Science and Informatics Center Library materials.

### Loan Periods and Fines

	Community Borrowers	Overdue Fines	Item Limits
Books and Government Publications	14 days (2 renewals)	None	10 items
Periodicals	Non-Circulating	N/A	N/A
Sound Recordings**	1 week (no renewals)	None	10 items
DVD and Video Recordings**	5 days (2 renewals)	None	5 items
Recalled Items	return within 5 days of notice	\$25.00 maximum	N/A
2 Hour Reserve Items	2 hours	none	3 items
1 or 3 day Reserve Items	1 or 3 days	none	3 items

\*\* Most of University Libraries Sound Recordings, Videos and DVDs are housed at the Fine Arts & Design Library. These items circulate as specified above. Similar items held at other locations may have different loan periods.

## **Returning Items**

Borrowed materials may be returned at the Circulation Desks where you can request a receipt for the items that are being returned, or at outside book depositories located near the main entrance of each of the campus libraries. Materials borrowed from any of the main campus libraries may be returned at any of those facilities. Please return materials that have been borrowed from the Law or Health Science Center Libraries to those same libraries. Material borrowed from the main UNM campus may not be returned to branch campuses.

## **Reminder Notices**

Community Borrowers may choose to receive courtesy notices at any e-mail account or to a street address.

## **Lost Items**

An item is considered lost and eligible to be billed if not returned or renewed in a timely fashion. The overdue notices for any item will explain options for payment or replacement. Charges include the average price for a replacement copy or for a comparable item, plus any applicable fines. Once these charges have been billed to your account, all library privileges will be suspended. If the item is returned, library privileges will be reinstated and the replacement cost will be removed from your account. Any fines for a billed recall must be paid. If the item is not returned, but the charges are paid in full, library privileges will be reinstated.

## **Suspension of Borrowing Privileges**

Your borrowing privileges will be suspended if you don't comply with the loan policies of the UNM University Libraries. The library will make all reasonable efforts to notify you in person, by mail, or by e-mail that your privileges are in jeopardy because of overdue materials or unpaid bills. Everyone has the opportunity to appeal a library bill by contacting the University Libraries Access Services Coordinator.

Borrowing privileges can be suspended for failure to:

- return a recalled item
- renew library materials
- return billed materials or to pay for billed items
- return materials borrowed via Interlibrary Loan
- return materials after they have been renewed twice
- pay outstanding overdue fines in excess of \$100.00

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