

Valencia Campus Library

Information for Community Borrowers



University of New Mexico
Valencia Campus Library

<http://www.unm.edu/~unmvclib>

Phone: 505-925-8990

General Information

Phone: (505) 925-8990

Semester Hours

Mon—Thurs: 8:00 am – 8:30 pm

1st and 3rd Fri: 10:30 am – 5:00 pm

2nd and 4th Fri: 8:00 am – 5:00 pm

Saturday & Sunday **CLOSED**

Interim, holiday, and summer hours may differ.

Library Policies & Guidelines for Community Borrowers

Who may obtain a Community Card?

Anyone 18 or older who lives in Valencia County may apply for a card.

Local residents with no connection to the campus are issued **Non-affiliated Community Borrowers Cards**. All borrowers must sign the Library Computer Use Policy statement.

Affiliated Community Borrowers Cards are issued to the following categories of individuals:

ABE students who have completed six weeks in the ABE program will be able to obtain a blue and red i.d. card from Student Services, which they can use in the library once they have completed their library application.

Community Education faculty and students who show proof of their affiliation by either their class listing for faculty or proof of registration for students.

UNM-VC alumni who verify alumni status by showing the commencement booklet, degree, or a copy of the degree.

High school students are not eligible for a card unless registered as a student at UNM-VC.

All Community Borrowers must present their blue library cards when checking out materials. **All ABE students** must present the blue and red i.d. cards when checking out materials.

All Community Borrowers are allowed to have 5 items checked out at any one time, which may include 2 films.

Films: Educational films may be checked by **all** Community Borrowers. **Popular films** may be checked out only by Affiliated Community Borrowers (**ABE, Community Education Faculty and students, and UNM-VC alumni**) and **local area educators**

Check Out Period: Books are loaned for 30 days. Films are loaned for 3 days. Magazines/journals are loaned for 3 days. Reference materials are for library use only.

Renewing Materials: Items may be renewed 3 times if no other borrower has requested the item.

1. You may renew items online using LIBROS.
2. Library staff will renew items in person at the Circulation Desk.
3. Library staff will renew items by phone (505-925-8990).

Returning Materials: Return items in the outside drops or in the library.

Requesting Materials That Are Checked Out: All Community Borrowers may request an item that is checked out. The library staff will send a letter to the person who has the item asking for the return of the item. Once the item is returned, it will be held for the Community Borrower requestor.

Overdue Penalties: There are no overdue fines. The borrower will be billed for the all overdue items. Once the item(s) is returned the borrower's record is cleared. The borrower will not be able to check out additional items until the item(s) is paid for or returned.

Interlibrary Loans: Only UNM-VC alumni may request interlibrary loan items. All other community borrowers must use their local public library.

SERVICES

Children: Children under the age of 14 must be accompanied by an adult while in the library.

Computer use: The computers are provided for people taking UNM Valencia Campus classes to do homework, class projects, and research assignments. Use of the computers for recreational web browsing and other non-research functions by students and others is permitted when the machines are not busy. No GAMES or CHAT. **Children under the age of 14 may not use the computers.**

Lost community cards: We will replace the lost card once for free. The next time a card is lost, the community borrower will have to pay \$5.00 for a new one.

Photocopy machines: There are two machines in the library. The cost is 10 cents per copy.

Microform readers/copiers: Two reader/printers for microfilm and microfiche are available. Copies are 10 cents per copy.

Computer Connections

Internet: Access to the Internet is available on all of the computers in the library. Patrons may access LIBROS the online catalog, check e-mail, surf the net, and do library research.

LIBROS: The computer catalog of the books, periodicals, videos, and other library materials (includes UNM General Library, Valencia Campus Library, Taos and Los Alamos UNM branches, and many other libraries) is available via the internet at <http://libros.unm.edu/>



UNM VALENCIA CAMPUS LIBRARY