

## Borrowing Information, Loan Periods & Fines

### Borrowing Privileges

To borrow materials from the UNM Valencia Campus Library, you must be a:

- Currently enrolled student at a UNM campus
- Current UNM staff member or faculty
- Currently enrolled in a UNM-Valencia Adult Education program
- Current resident of Valencia County
- Current student, faculty or staff at a NMCAL institution

### Loan Periods

	<b>Students, Faculty, Staff, Retirees, Emeritus</b>	<b>Community Borrowers, Adult Ed. Students</b>	<b>Item Limits</b>
Books	30 days (2 renewals)	30 days (2 renewals)	25 items for UNM faculty, staff, and students
Periodicals	3 days (2 renewals)	3 days (2 renewals)	5 items for all library patrons
Audiovisual	3 days (2 renewals)	3 days (2 renewals)	2 items for all library patrons
Interlibrary Loan	varies	Not Available	Not applicable
Reserve	varies	Not Available	Not applicable
Reference	Non-circulating	Not Available	Not applicable
Government Documents	Non-circulating	Not Available	Not applicable

If an item is not returned or renewed in a timely fashion, you will be billed and your account will be suspended. You will be billed for average price for a replacement copy or for a comparable item. A \$25.00 fine will be added to billed items that have been recalled. If the item is returned, library privileges will be reinstated and the replacement cost will be removed from the patron's account. If the item is not returned, but the charges are paid in full, library privileges will be reinstated. If an item is returned after a fine has been paid, the replacement cost of the item will be refunded.

All charges are payable to the UNM Valencia Cashiers Office. Unpaid charges may result in the university withholding student grades and transcripts.

### **Suspension of Borrowing Privileges**

Borrowing privileges will be suspended when a patron fails to comply with the loan policies of the UNM Valencia Campus Library. The library will make all reasonable efforts to notify the borrower in person, by mail, or by e-mail that the borrowers privileges are in jeopardy because of overdue materials or unpaid bills.

### **Item Limits**

UNM Students, Faculty and Staff can have a maximum of 25 items checked out on their account at a time. Within this limit, only 5 periodicals and 2 Audiovisual items can be included.

Community Borrowers and Adult Education Students can have a maximum of 5 items checked out on their account at a time. Within this limit, only 5 periodicals and 2 Audiovisual items can be included.

### **Returning Items**

The prompt return of library materials is in the best interest of all UNM Valencia Campus library users. Borrowed materials may be returned at the Circulation Desk or at outside book depositories located near the main entrance or in the hallway outside of the library. Material borrowed from the Main UNM campus may not be returned to UNM Valencia Campus Library.

### **Reminder Notices**

Reminder notices for overdue library materials are sent via e-mail as a courtesy. UNM Valencia Library sends notices to patrons' UNM e-mail address by preference or to a street address if no UNM e-mail address is available. We encourage patrons who do not regularly monitor their UNM e-mail account to arrange to forward mail from this account to their preferred account. Community Borrowers may choose to receive courtesy notices at any e-mail account or to a street address.

### **Community Borrowers**

Community patrons may apply to obtain a Community Borrower Card free of charge in order to borrow select physical materials from the UNM-Valencia Campus Library. Loans are limited to 5 total items.

Applicants must:

- Be 18 or older
- Present photo identification
- Present proof of mailing address.

### **NMCAL Passport Program**

Faculty, staff and students from a member library of the New Mexico Consortium of Academic Libraries (NMCAL), who have a current library account at their home library and a valid ID from that institution, are eligible to obtain a Community Borrowers Card valid until the end of the current semester.