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## LIBRARY CARDS POLICY

### I. PURPOSE

To establish a policy for issuing library cards to library patrons.

### II. POLICY

Any person may become a member of the Alamogordo Public Library providing certain criteria are met.

#### Criteria

##### Types of Accounts and Requirements

###### All Access Account

Allows access to all Alamogordo Public Library digital services and materials checkout.

Must complete and sign a *Patron Contract Form* and provide a current, valid Driver's License or State I.D. and proof of Otero County Address. Minors under 18 years of age need parent signature.

***Otero County Residents Residing At a Permanent Address:*** First card free - 50 item checkout limit – includes digital services.

***Residents Outside of Otero County and Residents Within Otero County Residing At a Temporary Address:*** \$15.00 + tax annually – 3 item checkout limit – includes digital services – Must be physically present to obtain and update account annually.

###### Digital Services Account

Allows access to all Alamogordo Public Library digital services only. No materials checkout permitted. Applicants regardless of age are eligible to receive a ***Digital Services Card***.

***Otero County Residents:*** No charge for first card.

***NM State Residents Outside of Otero County:*** \$15.00 + tax annually.

***Out Of State Residents:*** \$99.00 + tax annually.

***15 Minutes Before the Closing Hour:*** New and replacement library card requests will not be accepted within 15 minutes of the closing time.

Borrowers must report lost or stolen cards immediately to library circulation staff so that a block can be placed on their account to prevent anyone else from borrowing library materials, accessing personal information or incurring fees or fines on the account.

Charges incurred prior to the notification of a lost or stolen card will be the card holder's responsibility.

Replacements for a lost or stolen card is \$5.00 + tax

Refusal to provide any information requested on the contract form may constitute the denial of a library card.

Effective: 2005.

Format Change: December 2013 incorporated into written format.

Revised: February 1, 2018 removed reference requirement.

Revised: October 11, 2023 to add City & Library logos and to remove contract card to contract form verbiage.

Revised: March, 2025 changed Internet Use Only accounts to Digital Services and changed criteria. Changed criteria for New Mexico residents.

Revised April 8, 2025 Reformatted and changed card types and criteria.