


Library Materials Check Out Policy

Loan Periods

- Patrons are limited to twelve 12 items checked out per person at one time.
- Books and audiobooks: 4 weeks
- New books and periodicals: 2 weeks
- DVDs: 1 week with a limit of 5 titles per person
- Audio-Visual Equipment including Verizon Wireless Jetpacks: 1 week
- DWI Awareness Course video "None for the road": 2 days
(It may also be viewed online using library computers.)
- Interlibrary Loan materials borrowed from other libraries: 2 weeks
(The lending library determines due dates and renewal policies.)



Renewals

Patrons may renew materials in person, by phone, through the online catalog, or by text via Gabby, subject to prior requests of other patrons for the materials. Items can be renewed only one time and only if the item is not on reserve for another patron. Our system will attempt to automatically renew materials on the due date.

Reserves

Patrons may request materials that are already checked out or items that have been ordered but have not yet been received by the library. Patrons will be notified when they become available. Materials not picked up after one week will be returned to the shelf. Requests may be made through the online catalog, in person, or by phone.

The following materials do not circulate:

1. Reference materials
2. Microfilm and microfiche
3. Genealogy materials
4. Current periodical issues
5. Southwest locked-case materials



Fines, Fees, & Replacement Costs




Artesia Public Library became a fine-free library in October 2021 and does not charge late fines on Artesia Public Library regular materials.

Replacement costs for unreturned and damaged materials are still assessed, and library card privileges are suspended until those costs have been paid in full.

Fines and fees are assessed for Artesia Public Library special materials as follows:

- \$1.00/day for DWI Awareness Course video
- \$1.00/day for Audio-Visual Equipment, including Verizon Wireless Jetpacks
- \$0.50 each to replace missing or damaged barcode labels, barcode protectors, and spine label protectors.
- \$1.00 to replace security tags
- \$1.00 to replace the plastic bag containing book/cd sets
- \$1.00 to replace lost, stolen, or damaged library cards, if not expired.
- Variable charges for damage to materials such as writing, drawing, highlighting, torn pages, or any other type of damage are determined by the librarian based on condition.
- \$20.00 fee for returned checks

Fines and fees are assessed for Interlibrary Loan materials borrowed from other libraries:

- \$.25/day per item
 - Replacement costs and fees as determined by the lending library
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Library Cards

Parents or legal guardians are responsible for unreturned and damaged materials incurred by their children less than 18 years old. Only parents or legal guardians can sign a child's library card application.

Use Your Own Library Card

Do **not** loan your card to anyone else. Report lost or stolen cards to the library immediately. **You** are responsible for materials checked out on **your** library card!

Unreturned or Damaged Materials

Replacement charges are based on the replacement cost of the materials.

Refunds

Requests for refunds must be made within one week (5 business days) of the date the materials were paid for. Refunds will not be given after the one-week deadline. Patrons may either keep the found materials or donate them back to the library.

Library Card Suspension

Library card privileges will be suspended when a person has unreturned or damaged materials that have not been paid for in full.

Amended and approved by
the Artesia Public Library Board of Trustees on
October 5, 2021.

Library Hours

Monday & Saturday

10:00 am — 2:00 pm

Tuesday thru Friday

9:30 am — 6:00 pm

Closed on Sundays

The future belongs to those who prepare for it.



Check Out Policy

Artesia Public Library

205 West Quay Ave.
Artesia, New Mexico 88210

Phone
(575) 746-4252

Email
artesia.library@artesianm.gov

Website
artesianm.gov/library

Online Catalog
<https://artesia.biblionix.com/atoz/catalog>