



171B NM-344 · PO Box 3610 · Edgewood, NM 87015 · 505.281.0138 · www.edgewood-nm.gov

January 1, 2020

Dear Patron,

Welcome to the Edgewood Community Library!

Please review all information following this letter as some of our policies, hours of operation, scheduled holidays and other important information are attached. You may also find more information regarding our policies and services on the Town of Edgewood website, www.edgewood-nm.gov under the *Library FAQs* and *Library Services* webpages.

For your convenience, there is an after-hours drop box for library materials located just outside the building entrance. We ask that *only* Edgewood Community Library materials be deposited as we are not affiliated with any other public library or school library.

You can view and search our online catalog from any device that has internet connectivity. This automated interface also allows library card holders to update personal information, establish a password, bookmark titles, reserve titles, renew titles, and access digital research resources after logging in. Here's how you can access the online catalog and log in to your library account:

- Go to www.edgewood-nm.gov
- Click on the white, righthand arrow (about 5 times) located inside red bar (just under the photo slideshow) to scroll to the catalog link
- Select the *Online Library Catalog* link
- In the upper right corner of the catalog, enter your 9-digit library card number and your 10-digit phone number (no spaces or special characters needed)
- Select the *Log In* button

If you'd like to stay on top of library programs, happenings, and news, please visit the Town of Edgewood's *Calendar of Events* by scrolling down to the bottom of the homepage. You can follow us on social media, too! Just select the Facebook icon link in the upper right corner from the Town of Edgewood homepage. We always have lots of free, family-friendly activities going on at the library; we hope you'll join us!

Sincerely,

Andrea Corvin

Librarian



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Library Cards:

What do I need to do to get a library card?

Provide current proof of residency in the East Mountain/Estancia Valley Area with just one of the following:

- Valid driver's license or ID, utility bill, phone bill, voter's ID, rental agreement, vehicle registration, vehicle insurance, bank statement, checkbook, concealed carry permit

Can my child get a library card?

Children must be **5-17 years old** and have parental/guardian permission to receive a library card.

Can I check out/renew items without my library card?

Library cards are required for any and all transactions, whether in-person, by phone, or online.

I lost my library card, what do I need to do to replace it?

Adult patrons may receive a replacement card when they provide photo-proof of identification (i.e. driver's license, passport, work ID, school ID).

Underage patrons (5-17 yrs.) who do not possess a photo-proof of identification, may receive a replacement card only when a parent/guardian accompanies them.

ALL patrons must pay a fee of \$1.00 for a replacement card.

Checking Out Materials:

How many materials can I check out per card?

- **New patrons** may check out **3 materials** on their first check out.
- **Current patrons** may check out **8 materials**.

How long can I check out materials for?

3 Weeks for: Books, Audiobooks, DVDs, Learning Backpacks

2 Weeks for: Bestsellers and Recent Acquisitions

1 Week for: Museum Passes

Overdue Materials:

Can I check out items if I have overdue materials?

Patrons may check out more items **ONLY** when the overdue materials are returned, located, or paid for.

How does having overdue items affect my library privileges?

Until all overdue items are returned, located, or paid for, patrons and their immediate family members are restricted from:



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- renewing materials
- reserving materials
- checking out materials
- inter-library loan requests

Food/Drinks:

Can I have food and/or drinks in the library?

Food and beverages (other than bottled water) may not be consumed in the computer lab or carpeted areas of the library.

Cell Phones:

Can I use my cell phone in the library?

We ask any computer lab users to silence all devices and take phone calls in the hallway.

Unattended Minors:

Young patrons are always welcome in the library and we care deeply about their safety and welfare, especially since the library operates as a public space for the community. However, the responsibility for a child's wellbeing and behavior, while on library grounds, ultimately rests with the parent or responsible caregiver and not with library staff.

- **Children under 10 years old**
 - Children under the age of 10 must always be accompanied by a parent or responsible caregiver.
- **Children 10-17 years old**
 - Children age 10 or older may use the library on their own, provided they are able to use the library independently and without close supervision.
 - Unaccompanied children must have suitable contact information should an emergency or unexpected closure occur.

Computer/Internet Use:

Although a library card is not required to utilize the patron computers, internet, and/or Wifi, patrons *must* read and understand our Internet Access and Acceptable Use Policy and Disclaimer as well as sign and Internet Access and Acceptable Use Agreement (both available at circulation desk and on library website).

- Children 17 and younger must have parental/guardian permission to use these services and those children who are 13 and younger must be supervised by an adult.
 - Parents/guardians are ultimately responsible for monitoring a child's computer and Internet activities, not library staff.
- All patrons using the Internet and/or Wifi must sign in and out at the circulation desk.
- Downloading programs and/or executable files onto library computers as well as altering library computer settings and/or software is prohibited.



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- Patrons who view sexually explicit material on library computers will be prohibited from future computer use and local law enforcement officials may be notified.
 - Exposing minors to sexually explicit material is a violation of the New Mexico Statutes Chapter 30, Article 37.
 - If you or any of your family members are exposed to sexually explicit material, please notify library staff immediately and discretely.

Hours of Operation:

Tuesday - Friday	10am – 6pm
Saturday	10am – 3pm
Sunday - Monday	CLOSED

2020 Observed Holiday Closures:

New Year's Day	Wednesday January 1
Martin Luther King Jr. Day	Monday January 20
Good Friday	Friday April 10
Memorial Day	Monday May 25
Independence Day	Friday July 3
Labor Day	Monday September 7
Columbus Day	Monday October 12
Veterans Day	Wednesday November 11
Thanksgiving Day	Thursday November 26
US Presidents' Day	Friday November 27
Christmas Eve	Thursday December 24 @ noon
Christmas Day	Friday December 25
New Year's Eve	Thursday December 31 @ noon

Unexpected Closures/Delays:

On occasion, the library may close due to unforeseen circumstances such as inclement weather and/or road conditions or other emergencies during our regular business hours. We apologize for any inconvenience this may cause you.

For inclement weather closure/delay announcements, please refer to the KOB channel 4 under *government closures* for the Town of Edgewood or our website at www.edgewood-nm.gov.