

# Santa Ana Pueblo Community Library Circulation Rules

To obtain a Library card, stop by the Santa Ana Pueblo Community Library and register.

## Your Library card is free and will allow you to...

- Enjoy our collection of books, DVDs, CDs, sewing machines and more;
- Access our digital collection (ebooks)
- Visit NM cultural attrations with the NM FamilyPass

Patrons 17 years and under must be accompanied by a parent or legal guardian with a valid library card in order to obtain their own card. These cards can be issued at the same time.

A Library card may only be used by the patron in whose name the card is issued or the responsible adult in the case of minors with linked cards.

You are responsible for all materials borrowed on your card. If you lose your library card, please report it so we can prevent anyone else from using it.

## Checking out Material

Library patron must present a valid library card in good standing.

Up to 10 items may be checked out on one account with a 3 DVD/CD limit per card. For example, you can have 3 DVDs and/or CDs along with 7 books checked out at one time.

Books check out for 2 weeks.

DVDs and CDs for 1 week.

Sewing machines and laptops are for in-house use only.

Board games available for checkout coming soon.

Folding tables and chairs check out only for time of event. If event is during the weekend, we ask that they are returned the next business day. You will be asked to sign an equipment check out agreement.

### Renewal

If no requests have been placed on items checked out (books, DVDs, CDs), library material can be renewed by calling the library (505) 771-6736 or in person.

#### Fines

Currently, we do not charge fines; however, if items are damaged or lost, we ask that you replace the item.