


<b>POL-LIB-2017-01</b>	<b>Issue No: 2.0</b>	<b>Policy Creation: August 25, 2016</b>
Amended By: <b>Sarah Booth</b> <b>Library Deputy Director</b>	Page 1 of 5	Amended/Approved On: <b>8/24/23</b> By: <b>Stephen Jones</b> 
<b>LIBRARY CARD POLICY</b>		

**PURPOSE**

The mission of Las Cruces Public Libraries (LCPL) and its branches is to have a positive impact on our diverse community by providing lifelong learning and literacy resources. The Library Card Policy is designed to establish the conditions under which library cards can be attained and utilized as well as detail the privileges afforded by the library card. Parameters for borrowing according to card type can be found in the Checkout Policy.

**LIBRARY NON-DISCRIMINATION STATEMENT**

Las Cruces Public Libraries does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, housing status or military status, in any of its activities or operations.

**LAND ACKNOWLEDGMENT STATEMENT**


Today, in Las Cruces, New Mexico, we are on the ancestral and current homelands of the Warm Springs Apache of the Chiricahua Apache Nation, the Mescalero Apache, the Piro, Manso, Tigua, Tortugas Pueblo, and the Mexica. We are in the Chihuahu Desert below the Organ Mountains and along the Rio Grande River, the lands and waters that sustain us. We acknowledge these lands and encourage you to learn more about and support the work of their original and current caretakers.

**1. ELIGIBILITY REQUIREMENTS FOR GENERAL LIBRARY CARDS**


Any individual at or over the age of sixteen (16) who resides, works, attends school in Doña Ana County, or possesses a library card from another New Mexico library is eligible for a free general library card from LCPL as long as they provide appropriate verification of their residential, employment, educational, or New Mexico library status. Acceptable documentation for verification purposes is as follows:

a. Residential Applicants

- i. Must provide valid photo ID with their current permanent address. Acceptable forms of ID include valid New Mexico Driver’s License and valid New Mexico State Identification card. If the individual has a valid New Mexico Driver’s License or a valid New Mexico State Identification card that does not have their current permanent address, see Section 1.a.iii.
- ii. Should neither form of ID be available, individuals may present a valid out-of-state Driver’s License or State Identification card with photo, an Immigration and Naturalization Service card with photo, a valid Driver’s License from Mexico with photo, a current Passport, Uniformed Services ID card, or a Mexico Consular card with photo. Those individuals

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- presenting these forms of identification must also present Proof of Local Residence.
- iii. Individuals submitting identification detailed in Section 1.a.ii or whose valid New Mexico ID does not contain their current permanent address must also present Proof of Local Residence. Acceptable Proofs of Local Residence are valid mortgage, rental, or lease agreements as well as telephone bills, El Paso electric bills, City of Las Cruces utility bills, or bank statements, all of which must be dated within thirty (30) days of application and contain the name of the applicant.
- b. Applicants who work in Doña Ana County
- i. Must provide valid photo ID. Acceptable forms of ID include valid New Mexico Driver's License, valid New Mexico State Identification card, out-of-state Driver's License or State Identification card with photo, an Immigration and Naturalization Service card with photo, a valid Driver's License from Mexico with photo, a current Passport, Uniformed Services ID card, or a Mexico Consular card with photo.
  - ii. Must provide Proof of Employment. Acceptable Proofs of Employment are business cards, signed letterhead from their place of employment, company-issued ID badges or name tags, as well as pay stubs or current work schedules, both of which must be dated within thirty (30) days of application and contain the name of the applicant.
  - iii. Must provide Proof of Mailing Address. Acceptable Proofs of Mailing Address include those specified in Section 1.a.iii as well as mail that contains the applicant's name and mailing address, Applications for Post Office Box Service, or a receipt for payment toward their Post Office Box, as long as the document contains the address of the Post Office Box and is dated within twelve (12) months. Other acceptable proof of mailing address is a current Lease Agreement, bank statement, utility bill, car or home insurance.
- c. Applicants who attend an educational institution in Doña Ana County
- i. Must provide valid photo ID. Students may provide a student ID with a photo from their current educational institution. For other acceptable forms of ID, see Section 1.b.i.
  - ii. Must provide Proof of Enrollment at a Doña Ana County educational institution. Students who provide a student ID with or without a photo will satisfy this requirement.
  - iii. Must provide Proof of Mailing Address. Students residing in dormitories may provide a signed letter from their Resident Assistant or equivalent. Students may also demonstrate residence through their educational institution's online portal. For other Proofs of Mailing Address, see Section 1.b.iii.

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d. New Mexico residents outside of Dona Ana County

- i. Must provide valid photo ID. Acceptable forms of ID include valid New Mexico Driver's License and valid New Mexico State Identification card. For other acceptable forms of ID, see Section 1.b.i.
- ii. Must provide Proof of Mailing Address. For acceptable Proofs of Mailing Address, see Section 1.b.iii.

Proofs of Employment, Enrollment, and Possession of a New Mexico Library Card may be presented electronically. Parents or legal guardians of applicants under the age of eighteen (18) may present Proof of Residence documentation with photo ID should the applicant have no such documents available.


**2. ELIGIBILITY REQUIREMENTS FOR CHILDREN'S LIBRARY CARDS**

- a. Any individual under the age of sixteen with the consent of their parent or legal guardian is eligible for a children's library card. For a child to attain a children's library card, parents or legal guardians can provide their own photo IDs and Proof of Mailing Address. The provision of these documents functions as the consent of the parent or legal guardian for their child to receive a card.
- b. Acceptable forms of ID are valid New Mexico Driver's License, valid New Mexico State Identification card, out-of-state Driver's License or State Identification card with photo, an Immigration and Naturalization Service card with photo, a valid Driver's License from Mexico with photo, a current Passport, Uniformed Services ID card, or a Mexico Consular card with photo.
- c. Must provide Proof of Mailing Address. Acceptable Proofs of Mailing Address include those specified in Section 2.a.iii as well as official mail, such as a utility statement, that contains the applicant's name and mailing address, Applications for Post Office Box Service, or a receipt for payment toward their Post Office Box, as long as the document contains the address of the Post Office Box and is dated within twelve (12) months. Other acceptable proof of mailing address is a current Lease Agreement, bank statement, car, or home insurance.

**3. ELIGIBILITY REQUIREMENTS FOR TEMPORARY LIBRARY CARDS**

Temporary cards can be issued to individuals who do not have a permanent address in Doña Ana County. This includes individuals who stay in Doña Ana County for three (3) or more months but live full-time out of state. Those individuals applying for a temporary card:

- a. Must provide valid photo ID. Acceptable forms of ID include valid New Mexico Driver's License, valid New Mexico State Identification card, out-of-state Driver's License or State Identification card with photo, an Immigration and Naturalization

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- Service card with photo, a valid Driver's License from Mexico with photo, a current Passport, Uniformed Services ID card, or a Mexico Consular card with photo.
- b. Proof of Temporary Address. Acceptable Proofs of Temporary Address are rental agreement, utility bill, residency letter, any other piece of official mail.

#### 4. LOST OR STOLEN LIBRARY CARDS

Upon receipt of a card, the applicant is thus responsible for all activity associated with their account, including any items checked out and any fines incurred by the use of their library card whether it is authorized or unauthorized. LCPL cannot be held liable for the unauthorized use of a library card. Patrons whose library cards are lost or stolen are responsible for reporting the loss to the library so they may obtain a new card. Card replacement fees are established by the Las Cruces City Council. Please reference the Fines and Fees Policy for additional information.

<b>UPDATES</b>			
<b>ISSUE</b>	<b>DATE</b>	<b>PAGE</b>	<b>DETAILS</b>
2.0	August 24, 2023	1-4	Most of document was amended

<b>PEER REVIEW – ISSUE 2.0</b>	
Title: Library Deputy Director Name: Sarah Booth	Title: Interim Library Manager Name: Shuly Serrano
Title: Library Manager Name: Steven Haydu	Title: Library Supervisor Name: Colleen Corgel
Title: Librarian II Name: Vicki Minnick	Title: Librarian II Outreach Name: Elizabeth Puckett
Title: Library Assistant II Name: Jesus Vidrio	Title: Library Assistant I Name: Kathy Key Tello
Title: Library Assistant I Name: Beatriz Rudisill	Title: Quality of Life Director Name: Carol A. Brey
Title: Quality of Life Assistant Director Name: Rebecca Slaughter	Title: Interim Senior Office Manager Name: Monique Paez
Title: Administrative Assistant Name: Dan Carrillo	

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<b>LIBRARY ADVISORY BOARD REVIEW – ISSUE 2.0</b>	
Title: President Name: Maryann Hendrickson (Absent) District: 6	Title: Vice-President Name: Stephen Jones District: 1
Title: Secretary Name: Teresa Valenzuela District: 4	Title: Member Name: Patricia Gallegos District: 2
Title: Member Name: Jennifer Kreie District: 5	Title: Member Name: Erin Wahl District: Member at Large
Title: Member Name: VACANT District: 3	