

LIBRARY USE RULES

The Southeast New Mexico College (SENM) Library is committed to providing a learning, teaching, and scholarly level environment. The following rules apply to all areas of the library facility. The SENM Library has the right to update or modify its rules and procedures at any time.

Animals

No animals or reptiles are allowed in the library. Exceptions are as follows:

- Those used for classroom instruction purposes (faculty or institution-owned)
- Service animals
- Law enforcement animals

Emotional support animals, comfort animals or therapy animals are not considered service animals and are not protected under the New Mexico Service Animal Act or the ADA.

Children

Children are welcome in the SENM Library. An adult **must** accompany children under 13. If a child over the age of 13 is left with a smaller child, this is not an acceptable replacement for an adult. Unaccompanied children under the age of 13 will be reported to the business office for further action.

Disruptions

The Library staff will monitor and address noise levels to ensure the environment allows individuals to focus on their studies without distraction. Library visitors are encouraged to report any distraction related to noise levels or inappropriate behaviors to the library staff.

If a visitor refuses to keep their noise level to a minimum or display inappropriate public behavior, the library staff has the right to ask the visitor(s) to leave. Inappropriate behavior is defined as: behaving in a manner that violates appropriate library etiquette, and does not show respect for other individuals in the library (see [library etiquette rules](#)).

Food and Drink

Most food and drinks are permitted in the library. Library users are asked to:

- Use spill proof containers
- Clean up after themselves when eating in the library
- Deposit food and drink containers in trash receptacles outside of the library

- Immediately report spills to any library staff member

Specific areas where food and drink are **not** allowed are:

- Food and Drinks are **not allowed** around the library owned print resources and technology equipment.

In the case a visitor damages any library owned materials and/or equipment, the visitor will be responsible for the damage and cost associated with the damaged item(s). The library staff will report the damage to the business office for further action.

Group Study

The group study rooms have capacity seating for 4 individuals per room.

- Group study rooms are available on a first-come first-served basis; however, we do accept requests for reservation from SENMC students, faculty, and staff.
- Reserved rooms will only be held for up to 15 minutes after the reservation time.
- If an individual reserves a room and fails to show up or cancel the reservation on two or more occasions, the library staff has the right to decline future reservation requests by a student, faculty, and/or staff member.

Computers and Laptops

- **SENMC Library Computer Lab:** The computer lab consists of desktop PCs and a black and white printer, which is available free of charge to all SENMC students, faculty, and staff. *An ADA compliant station is available.*
- **Public Computers and Printer:** The library also has a limited amount of computers available for public use. Public printing is \$.10/page with a maximum of 20 pages allowed. Please refer to the *SENMC Public Computer Use Rules* for detailed information.
- **Laptops:** are available for in-library use to individuals who have an SENMC email account.

Personal Property

Personal property should not be left unattended. Individuals are responsible for the security of their own personal property. All items found throughout the day will be turned over to security or the Business Office (room 108) by the end of the day.

SENMC Library

(Public Computer Use Rules)

Rules:

The Southeast New Mexico College Library provides access to technology resources to support the learning, teaching, research and service needs for the SENMC community, Eddy County residents, and its visitors.

General Guidelines:

The Library endorses the principles set forth in the American Library Association's Library Bill of Rights and Code of Ethics, which ensure equitable access to information and uphold intellectual freedom.

- As with other library materials, librarians and staff do not endorse any viewpoints represented on the Internet. They are not responsible for the content of Internet resources.
- The Library neither restricts lawful access to materials nor protects Library users from information they may find offensive.
- All public access library computers are available on a first come, first served basis.
- The Library provides various types of computer access to meet users' research and business related needs:
 - Limited use sessions (1 hour) are available on designated computers for any user who obtains permission and access from service desk staff. The Library Director may allow exceptions for a request for extension.
- Members of the college community engaged in accessing library and other information resources have priority over other users.
- Parents or legal guardians are responsible for their children's use of the Internet and for intentional or inadvertent viewing or reading of other users' screens.
- As stated in the SENMC Borrower's Contract, users are not to use SENMC public use computers for gaming, viewing pornography, and/or to participate in illegal activity.

Library Etiquette and Things to Know

The SENMC Library strives to promote student learning and faculty instruction in a friendly and supportive atmosphere. Library offerings include computer technologies, print and media materials, and information literacy instruction essential to lifelong learning. We invite you to visit the library often, but we do have some library etiquette practices we ask you to abide by while in the library.

- **Noise:** The library is a place designed for quiet study and research. Please respect each person's right to a quiet study area. There is a designated group study room for those students who want to work in a group.
- **Cell Phones:** Talking on cell phones is not allowed in the library. Please put your phones on silent or vibrate while entering the library. Do not answer phone or make calls in the library. If your phone rings, please exit the library to carry on your conversation.
- **Food:** Food and drink are allowed in the library under the following terms:
 - No food or drink is allowed by computers or any library provided technology or print resources.
 - Please deposit food and drink containers in trash receptacles outside of the library.
- **Children:** Under no circumstances are children under the age of 13 to be left unattended in the library. An accompanying adult must remain with the child throughout their visit.
- **Personal belongings:** Please protect your belongings. All personal items found unattended, by the end of the day, will be handed over to security or taken to the business office, room 108. Library staff are not responsible for lost personal items.
- **Disruptive behavior:** Disruptive behavior such as loud talking, yelling, use of profanity, arguing with library staff or failure to follow the instructions of library staff affect the environment of the library and the learning experience of students. Library staff reserves the right to ask you to leave the library for disruptive behavior.

Interlibrary Loan Terms of Use

Interlibrary Loan is a service through which members of the SENMC community may obtain material that is needed for research and is not available in the SENMC Library collection. This service is limited to SENMC faculty, students, and staff. All non-SENMC institution members are eligible for this service, however, they may reach out to their local public library.

Interlibrary Loan items may be retrieved at the front desk of the library once you are notified that they are available. Pickup time is Monday – Thursday (8:00 AM – 8:00 PM) and Friday (8:00 AM – 5:00 PM).

Submitting a Request

To ensure receipt of request, will only be accepted by submitting a request via email (library@senmc.edu), or visiting the SENMC's Interlibrary Loan department, located in the library (Room 206). For assistance, or questions, please contact (575) 234-9334.

Picking Up Requested Material

Scanned articles will be provided in searchable PDF digital format. Books, microforms, and other non-photocopy items must be picked up at the Circulation desk. A valid SENMC or photo ID must be presented by requestor. Users will be notified via email or phone when your item is ready for pickup.

Loan Period

The loan period for books, microforms, and other non-photocopy items is determined by the lending institution. Renewals are contingent upon the lending institution. Institutions that loan materials reserve the right to recall items at any time for their users or only permit use within the library.

Renewal Requests

All for renewals of Interlibrary Loan materials should be submitted on or before the due date listed on the item. If the owning library indicates that renewals are not permitted, the lending library has already set that restriction on their materials and renewal requests will not be

processed. Only one extension will be granted, if approved by the lending institution. Renewal requests will not be accepted for any material that has already been renewed or that is overdue by 30 days or more. If our renewal request is denied, materials must be returned immediately.

Returning Borrowed Material

All ILL items should be returned to the Circulation desk by or before the due date.

Long overdue, lost or damaged materials will be billed for replacement based on the charges assessed by the lending library. Billable damage includes, but is not limited to: writing in, highlighting, cutting, or other acts of defacement; water damage; food or beverage residue; and failing to return booklets or other items packaged with a CD or DVD. A notification will be sent to users' SENMC email account and Business Office prior to billing.

Items Not Available Through Interlibrary Loan:

- Entire volumes or issues of periodicals. *Photocopies of specific articles may be requested.*
- E-books
- Reference works
- Rare materials, including manuscripts
- Bulky or fragile materials that are difficult to ship
- Multimedia items
- Requests which may violate copyright limitations

E-books are typically not available through Interlibrary Loan due to licensing agreements, however, you may submit a request to library@senmc.edu for purchase for our digital or print library collection.

Copyright Restrictions

The [copyright](#) law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Electronic Resources Usage Guidelines

The SENMC library licenses electronic resources for the exclusive use of SENMC faculty, staff, students and approved affiliates. The licenses stipulate usage rules and requirements.

By using the electronic resources that we license on behalf of SENMC, you agree to review and comply with the following terms and conditions.

Users agree that they will not:

- Use the electronic resource for any purpose other than educational, leisure, or research purposes;
- Sell or redistribute, in print or electronically, content to non-SENMC affiliated persons;
- Violate any copyright, trademark, patent, or other intellectual property right associated with the electronic resource.

Authorized users:

- Any current student, staff, faculty or registered affiliate of SENMC;
- ECHS and CHS Dual-Credit Students
- "Walk in" patrons using the public computers on campus.

Users are required to authenticate with their student or SENMC guest ID. Users have unlimited access to licenses online resources provided by the library for research purposes, unless limitations are set by the vendor.

Licenses are renewed annually so the library staff may choose not to renew a specific service. If you would like to request the library re-subscribe or have an electronic resource request, please contact the Library at library@senmc.edu

For assistance or questions, please contact the Library Director at (575) 234-9330.

SENMC Circulation Guidelines

Southeast New Mexico Library circulates library resources to valid users based on library defined borrower categories, item types, and loan periods. The guidelines set forth below optimize the availability and use of library resources and promote equity of access to information.

A. LIBRARY USER CATEGORIES

1. **SENMC Employees:** Individuals currently employed by SENMC.
2. **SENMC Students:** Individuals who are currently enrolled in for-credit courses or a minor affiliated with the Carlsbad Early College High School or dual-credit program.
3. **Local Residents:** Eddy County New Mexico residents that are at least 16 years of age.
4. **Guests:** Visitors or temporary residents of Eddy County New Mexico. Temporary Guest are allowed access to public computers, but are not permitted to borrow physical resources or request resources within or outside of the institution.

B. LIBRARY ACCOUNT ELIGIBILITY

The SENMC Library provides resources to members of the SENMC, Eddy County Community, and short term residents and visitors of Eddy County. We provide physical and technology resources and equipment. Although we strive to serve anyone who enters the library, not all visitors are eligible for a library account. In order to be eligible you must meet the following criteria:

- 1) **SENMC Employees:** All employees are automatically issued a library account when obtaining a staff identification number.
- 2) **SENMC Students:** All students are automatically issued a library account when registered as an SENMC student.
- 3) **Permanent Residents of Eddy County:** Permanent residents must fill out a library application. Proof of permanent residency must be presented to library staff. *Minor, non-SENMC student, residents will require parental permission and signature. Minors under 16 years of age are not eligible to receive a SENMC Library card.*

Temporary guests of Eddy County are not eligible for a library card, but are welcome to visit the library and utilize our public computers, printer, and scanning system. A temporary guest is defined as someone who will be staying in Eddy County less than 3 months.

CHECK OUT LIMITS AND LOAN PERIODS

Borrower Category	Item Limit	Loan Periods	Renewals
1. SENMC Employee	Unlimited	150 days	2
2. Students	Unlimited	28 days	2
3. Permanent Residents	Two (2)	28 days	1
4. Temporary Guest*	None (0)	N/A	N/A

**Exceptions may be made at the discretion of the Library Director.*

C. GENERAL GUIDELINES

1. The library endorses the American Library Association's Library Bill of Rights.
2. The library's collections are publicly accessible and materials are available for circulation. However, access to the archives collection includes restricted access.
3. Not all library items within the collections circulate.
4. Guidelines may also apply to the circulation of special items, such as *interlibrary loans*.
5. Circulation staff is responsible for circulating materials and shelving general and non-book collections.
6. Staff and services are available to assist users with disabilities in the retrieval of library materials. Staff is available for on-campus delivery for users with disabilities.
7. Circulation privileges are non-transferable.
8. All borrowers are responsible for returning or renewing their materials on time and in good condition. Borrowers will be held liable for any applicable replacement costs and/or fees for materials considered lost or damaged.
9. Library privileges may be suspended until overdue materials are returned and/or financial obligations are cleared. All borrowers are subject to suspension/blocks.
10. Theft or damage of library materials or property may result in disciplinary and/or legal action.
11. The library adheres to the *New Mexico Privacy Act* which preserves confidentiality of circulation records. Note: Provisions of federal law may supersede state law.

D. VALID IDENTIFICATION

A valid SENMC identification card, driver's license, or SENMC guest card is required to borrow materials, or apply for a library account.

E. BORROWER RESPONSIBILITIES

- **Return of Items:** Borrowers are responsible for returning or renewing their materials by the due date provided. Materials must be returned to the circulation desk.
- **Claimed Returned:** An item claimed returned remains on the borrower's record, along with a note of the claim, while a search for the item occurs. If the item is found, it is checked in, related fines are canceled, and the borrower is notified. If it is not found within 60 days, the item is considered lost. The borrower is then notified and billed the replacement cost of the item.

F. RENEWALS

Library materials may be renewed as reflected on the CHECK OUT LIMITS AND LOAN PERIODS table. Borrowers with blocked privileges are not eligible to renew materials.

G. BLOCKS

Library privileges are blocked/suspended for the following reasons:

1. Overdue or lost materials
2. Accumulated fines or fees of \$5.00 or more
3. Other financial obligations to the library (i.e., damaged or lost books)
4. A user violated a SENMC campus library user agreement or rules

H. FEES & BILLING

Users who have late materials will be billed \$.10/day per item, with a maximum fine of \$5.00 per item.

All borrowers are financially responsible for replacement costs and related processing fees for lost, non-returned, or damaged items. Users will be billed the original price the SENMC Library paid for the item. Borrower may replace the item in lieu of paying the fee. The replacement must

be in new condition and same format. Student billing is processed through the SENMC Business Office.

I. SECURITY

- **Electronic security gates:** are installed at the entrance of library. If a user attempts to leave with library materials that have not been properly desensitized, an alarm will sound. The individual will be asked to return to the circulation desk, where a staff member will seek approval to inspect their books, backpack, or briefcase.
- **Lost and found:** All items found throughout the day will be turn over to security or the Business Office (room 108) at the end of the day.