

Edgewood Community Library New Member Packet

Welcome to the Edgewood Community Library - you're all set to begin making the most of your library membership!

Please review all information contained in this packet as some of our policies, hours of operation, scheduled holidays and other important information are attached. To discover more about library services, policies, and the strategic plan, please visit the *Library Services*, *Library Forms & Publications*, and *Library FAQs* webpages from the Town of Edgewood website, www.edgewood-nm.gov.

Checking Out Materials:

How many materials can I check out per member account?

- 10 materials per member account/card

How long can I check out materials for?

3 Weeks for: Books, Audiobooks, DVDs, Special Collections Items

2 Weeks for: New Acquisitions

1 Week for: Museum Passes

Overdue Materials:

Can I check out items if I have overdue materials?

No, patrons cannot check out items if they have overdue materials

How does having overdue items affect my library privileges?

Until all overdue items are returned, located, or paid for, patrons and any accounts connected to theirs are restricted from:

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

If I return an item late, will I be charged late fees?

No, our library does not charge late fees. The only fees one may need to pay is to replace their library card or if a material item is damaged or lost.



Returning Materials:

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.

If you'd prefer to return the materials at the circulation desk you may. Simply hand your materials to a staff member or volunteer and they will check the items in for you.

Online Catalog:

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

- Go to <https://edgewood.biblionix.com/catalog/>
- In the upper right corner of the catalog, enter your 10-digit member account number (located on the back of your library card) and your 10-digit phone number (no spaces or special characters needed)
- Select the *Log In* button

To reserve an item online:

Only materials in the library can be reserved. Online materials through Overdrive or Libby are reserved through their apps.

- Go to <https://edgewood.biblionix.com/catalog/> and log in to your account
- In the upper left corner, type in the item you're looking to reserve
- Click on the item you want to reserve for more information
- At the top of the drop-down information, click *Reserve this item* and select how you would like to be notified when the item becomes available
- To finalize the reserve, click *Place Reserve*

To cancel a reserved item online:

- Go to <https://edgewood.biblionix.com/catalog/> and log in to your account
- In the upper right corner, click *My Account*
- On the drop-down menu, click *Reserves/Requests*
- On the right side, under the title you'd like to cancel, click *Cancel*



If you prefer to check out electronic items to your smartphone, tablet, or e-reader device here's how:

- You can download the Libby app to your device from the Appstore on your device or by visiting <https://www.overdrive.com/apps/libby/> or <https://libbyapp.com> to access the digital collection
- Once on the app, enter **Edgewood Community Library** as your library
- When prompted, enter your 10-digit member account number (located on the back of your library card) and your 10-digit phone number as your PIN (no spaces or special characters needed)

Should you need additional help accessing your member account, online catalog, or digital services, more information and tutorials can be found on the **Library FAQs** webpage. You can also just give us a call, send an email (edgewoodcommunitylibrary@gmail.com), or visit the circulation desk – we're happy to assist!

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 or visit <https://www.facebook.com/TownOfEdgewoodNM>. We always have lots of free, family-friendly activities going!

Library Member Accounts:

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

Library cards are required for 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 (18+) may receive a replacement card when they provide photo-proof of identification (i.e. driver's license, passport, work ID, school ID) and confirm their account information

Underage patrons (17 yrs. and younger) 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.

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 Room or carpeted areas of the library.



Cell Phones:

Can I use my cell phone in the library?

Yes, except for in the Computer Room. We ask any Computer Room users to silence all devices and take phone calls elsewhere in the library as the Computer Room is a designated "Quiet Zone".

Public Access Devices & Internet Use:

A member account is not required to utilize the library's public access devices or Internet connection. However, patrons do so at their own risk and are expected to follow the library's Public Access Devices & Internet Use Policy displayed in the Computer Room and posted on the *Library Forms & Publications* webpage.

Printing, Copying, & Faxing:

Can I print?

Yes, patrons can print from any computer in the library. *It is .15¢ a page.*

Can I make copies?

Yes, patrons can make copies at the circulation desk. Ask a staff member or volunteer to make copies for you. *It is .15¢ a page.*

Can I fax?

No, the library does not have a fax machine.

Unattended Minors:

Young patrons are always welcome in the library as 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 aged 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.



Hours of Operation:

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

2023 Observed Holiday Closures:

Good Friday	Friday, April 7
Independence Day	Tuesday, July 4
Veterans Day	Friday, November 10
Thanksgiving	Thursday, November 23
	Friday, November 24
Christmas	Friday, December 22
	Saturday, December 23
New Year's Eve	Friday, December 29
	Saturday December 30

Unexpected Closures/Delays:

On occasion, the library may close due to unforeseen circumstances such as inclement weather and/or road conditions, staffing shortages, or emergencies during our regular business hours. We apologize for any inconvenience this may cause you and will do our best to notify you as soon as possible by posting announcements on social media, the building entrance doors, and to the Town of Edgewood webpages.

