



### Library Card Application

\*Required fields. See other side for more information.

**Borrower Information**

\*LAST NAME: \_\_\_\_\_ \*FIRST NAME: \_\_\_\_\_ M.I.: \_\_\_\_\_

\*CURRENT N.M. HOME ADDRESS: \_\_\_\_\_

\*CITY: \_\_\_\_\_ \*STATE: N.M. \*ZIP CODE: \_\_\_\_\_

\*PRIMARY PHONE: \_\_\_\_\_ ALT PHONE: \_\_\_\_\_

\*EMAIL ADDRESS: \_\_\_\_\_

Applicants must show a valid New Mexico driver's license or other photo ID with current address information. If the ID does not provide current address information, another form of address verification (such as a recent local utility bill) is required.

\*NM DRIVER'S LICENSE / I.D. #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

OTHER PHOTO ID: \_\_\_\_\_ OTHER PROOF OF ADDRESS: \_\_\_\_\_

**MAILING ADDRESS IF DIFFERENT:**

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: N.M. ZIP CODE: \_\_\_\_\_

\*You must be 18 or older to obtain a card. Are you at least 18 years old? YES \_\_\_ NO \_\_\_

Would you like to receive email updates about events, newly added materials, holiday hours, or other information from the Law Library? YES \_\_\_ NO \_\_\_

\*By signing this form, I agree to comply with all Library circulation policies, and I accept responsibility for all Library materials checked out with this card and for all fees that may be incurred for overdue, lost, or damaged items.

\*Signature \_\_\_\_\_ \*Date: \_\_\_\_\_

**Library Use Only**

NM Judicial employee: Y / N

Borrower showed a photo ID: Y / N

ID information entered in EOS: Y / N

Verified current NM address: Y / N

Was card given to patron? Y / N

Will card be mailed to patron? Y / N

Date Card Issued: \_\_\_\_\_

Staff initials: \_\_\_\_\_

Card Number: \_\_\_\_\_

## HOW DO I BORROW ITEMS FROM THE SUPREME COURT LAW LIBRARY?

It's easy! Just fill out an application for a Library card. There is no cost to borrow items from the Library.

## WHO CAN GET A LAW LIBRARY CARD?

Any resident of New Mexico 18 years of age or older is eligible to obtain a Supreme Court Law Library borrower card. Applicants must present a valid New Mexico driver's license or other photo ID with current address information. If the ID does not provide current address information, another form of address verification (such as a recent local utility bill) is required. In addition, a home phone number, an email address, and a business phone number are required if available.

Library cards expire three years from the date of issue. All borrowers will be asked to update or verify their contact information as necessary. Acceptance of the Library borrower card stipulates the borrower's agreement to comply with the Library's use and circulation policies.

## WHAT CAN I BORROW?



### Discover

Some items circulate to public patrons. Search our [online catalog](#) for specific titles or browse by subject, author, media, language, etc.



### Books and more

We provide a variety of books, government documents, videos, and databases for legal research or general reading. With a Library card, you can also request a LexisNexis Digital Library account so that you can borrow law eBooks, and you can request Interlibrary Loan materials.



### Help?

Not sure if something is available? Can't find what you need? Contact our Reference Desk by phone, email, or in person. Call 505-827-4850. Email [libref@nmcourts.gov](mailto:libref@nmcourts.gov).

## BORROWING LIMITS:

### MEMBERS OF NM JUDICIARY

For judges and other staff of the New Mexico judiciary, the circulation period is two months, with renewals available upon request.

### NON-JUDICIARY BORROWERS

For members of the public, the circulation period is two weeks, with one additional renewal period available. Renewal requests may be made in person, by email or by telephone. All materials must be returned to the Reference Desk – in person during normal Library operating hours or by mail.

### RENEWALS

Generally, materials may be renewed for one additional period provided they are not overdue and provided the item does not have a hold or recall on it. Renewal requests may be made in person, by email or by telephone.

### RECALLS

The Library may recall any item at any time for any reason. This ensures that the courts have materials available when needed. Recalled items must be returned to the Library within 24 hours.

### OVERDUE, LOST OR DAMAGED ITEMS

Patrons must return borrowed items promptly and undamaged. Borrowers will be charged twice the value of the replacement costs of the book or material lost, which includes injured or defaced materials. (*NMSA 1978 34-2-15*) Borrowing privileges will be suspended until the bill is paid.