

# NMSU GRANTS LIBRARY

The New Mexico State University (NMSU) Grants Campus Library is located on the north side of Martinez Hall, Housing more than 25,000 physical titles, including Government Documents, Periodicals, and Reference books. The library digitally houses more than 55 Databases, and Library Research Guides.

## Mission Statement

The Library and Learning Resources is committed to providing resources and services that support the mission of New Mexico State University Grants.

To fulfill its mission the NMSU Grants Library:

- Contributes to student learning outcomes by actively engaging in both the development and implementation of an Information Literacy program that supports the curriculum and lifelong learning;
- Provides users with assistance and instruction for success in the use of library resources for their present studies and lifelong learning;
- Strives to provide equal access to print and electronic materials and to develop services, including distance learning services, for students with a wide range of scholastic abilities, learning styles and comprehension levels;
- Supports of and responds to the changing needs of people with diverse ethnic, cultural, social, and economic backgrounds; Advocates for faculty and staff participation in building and enhancing library resources and creating new services;
- Contributes to the college's curricular goals by providing programs and exhibitions and by publicizing available resources and activities;
- Encourages forging of partnerships and integrating of new technologies to increase access to resources and services external to the college's physical collections.

## **Circulation Policy**

### **Identification**

#### NMSU Students, Staff, and Faculty

All registered NMSU Grants Campus students, Faculty, and Staff may use their Aggie ID Card to check out library materials. If for any reason, they cannot provide an Aggie ID card, the Circulation staff will accept any Government issued Photo Identification to process the items.

#### Adult Education Students (AE) and Community Borrowers

Community Borrowers or AE Students must have a Community Borrowers Card issued by our Circulation Desk. To register for a borrower's card, you must be present in the library and:

- Complete and sign the Community Patrons Application.
- Be 18 years or older, (16 – 18 must be accompanied by an adult and have parent/guardian/AE Staff present)
- Present a valid New Mexico I. D or other official I.D. showing residency in Cibola County.
- Provide documentation to confirm Cibola County residency such as a check with local address imprinted, driver's license, or utility bill.

### **Borrowing**

Library patrons must come in person to check out books. While overdue fines are not charged, patrons will be billed replacement costs for

significantly overdue books. NMSU Grants Students will have holds placed on their Library and Banner accounts until fees and costs are paid.

### **Renewal**

Patrons are granted up to two renewals. The first renewal can be made in person, by phone, or online. The patron must bring the items in person to renew them a second time. If the item being renewed is requested by another patron, the it will be recalled (return after 2 weeks if recalled by NMSU student, staff or faculty member), and cannot be renewed. **Items cannot be renewed past the date the item is due.**

### **Non-Circulating Materials**

#### Periodicals and Reference Materials

Periodicals and reference materials must be used in the Library. A photocopier is available to those patrons with a PaperCut account.

#### Reserve Materials

NMSU Grants faculty members may place personal copies of books or journals on Reserve for use by students enrolled in their courses. Faculty members may also request that a copy of a book be purchased by the Library and placed on Reserve.

NMSU Grants students may borrow Reserve materials for 2-hour, in library use by checking them out at the circulation desk.

### **Contact Information**

NMSU Grants Library  
1500 N. Third Street  
Grants, NM 87020  
Phone: (505) 287-6638

<https://grants-nmsu.libguides.com/library> (<https://grants-nmsu.libguides.com/library/>)