

NEW MEXICO ENERGY LIBRARY, INC
312 North Main St. P.O. Box 4200
Roswell, New Mexico 88202
575-622-1711 rel@dfn.com

LIBRARY RULES

1. An initial joining fee of \$100.00 shall be paid by each new member.
2. Monthly membership dues are determined as follows:
 - \$105.00 for each professional (Landmen, geologist, engineers and geophysicists, etc.)
 - \$30.00 for each geotech or any person who uses the library for research purposes.The Library is also open to the general public at a day rate of \$125.00 per day. These charges plus any copy charges incurred must be paid for at the time the Library is used. We are also open to those non-members through our reciprocity agreement with the Midland Energy Library, Denver Earth Resources Library, and The Subsurface Library.

Any out-of-town member who calls in for information will be charged for copies and the mailing fee. If it is a large job that I cannot do in less than an hour you will need to contact our geotech about doing the job for you.

3. The Library hours are from 8:30 A.M. to 4:30 P.M. Monday through Thursday and 8:30 A.M. to 12:00 on Fridays. We are closed from 12:00 to 1:00 for lunch. Keys are issued to members for after hour use. There is a \$5.00 deposit on keys.

4. Members shall designate in writing the employees authorized to have access to the library.
5. The following materials may be checked out by members:
 - A. Small scale logs
 - B. Large scale logs

We have copiers available for copying material that cannot be checked out.

We do not allow anyone to bring scanners into the Library.

6. Standard check-out policy for logs is three weeks. Logs may be renewed for an additional three weeks. At the end of the second three week period the logs must be returned to the Library. A fee of \$.15 per log per day will be charged on overdue logs.

7. Any logs lost by a member shall be replaced at their expense.

8. Take care of the information you use. Keep it in the proper order and leave it on top of the file cabinets to be filed by the librarian. If you take books off the shelves please replace them in their proper place.

9. Members may cancel anytime by presenting a letter to the Library with all charges paid in full. Members may be cancelled by the Board of Directors for failure to keep their memberships current or for violating the rules set by the board.

10. Keys must be returned upon cancellation of membership.

11. The librarian will do small jobs for out-of-town members. If you have a large project we have a geotech who will help you for a fee of \$25.00 per hour.