

NEW MEXICO ENERGY LIBRARY, INC  
A Non-Profit Corporation  
312 North Main St. P.O. Box 4200  
Roswell, New Mexico 88202  
505-622-1711 Librarian@NMEL.org

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:  
\$75.00 for each Professional (landmen, geologists, engineers, geophysicists, etc.)  
\$30.00 for each Geotech or any person who uses the library for research purposes.  
The Library is also open to non-members 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 also welcome non-members through our reciprocity agreement with the Midland Energy Library and the Denver Earth Resources Library for a fee of \$20.00 per day, plus copy charges.  
  
Any out-of-town member who calls in for information will be charged for copies and mailing. If a large job that cannot be finished in less than one hour you will need to contact our Geotech for assistance.  
  
**Nobody is allowed to bring a scanner into the Library.**
3. Library hours are from 8:30 AM to 4:30 PM Monday through Thursday and 8:30 AM to 4:00 PM on Friday. The Library is closed from 12:00 to 1:00 for lunch. Keys are issued to members for after hour use. There is a \$5.00 deposit for each key.
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
  - C. OCD logsCopiers are available for duplicating materials that cannot be checked out.
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 over due logs.
7. Any logs lost by a member shall be replaced at member's expense.
8. Please sign the "after hour roster" when using the Library after hours.
9. 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.
10. 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.
11. All keys must be returned upon cancellation of membership.
12. 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.