

# Circulation Policy

The freedom to read is essential to democracy, and a person's right or access to the collections of the North Smithfield Public Library will not be denied or abridged because of age, race, origin, or background.

## NEW CARDS

Rhode Island residents may register for a library card free of charge. A completed registration form and proof of identity and current address is required. Patrons under 13 must have their registration cards signed at the circulation desk by their parent or legal guardian. Out-of-state residents may obtain a restricted North Smithfield Library card for an annual fee of \$30.00 or a full service OSL (Ocean State Libraries) card for \$200.00, according to OSL Policy.

Two items with the value not to exceed \$95.00 may be borrowed the first time the card is used.

## REPLACEMENT CARDS

Cards need replacement when lost, stolen, or damaged. The charge is \$1. Please notify the circulation desk when the information listed on your registration is no longer current (change of name, address, or telephone number) so your card can be updated.

## RESPONSIBILITIES

You must have your library card with you to borrow material. You are responsible for all items checked out on your card.

## RIGHTS

Information about your registration, library use, and borrowing habits are protected under Rhode Island law. Due to national security concerns, under the provisions of the USA Patriot Act (Public Law 107-56), federal agents may obtain this information. Confidentiality of library records and library use is not intended to protect an individual who may carry out an illegal activity in the Library.

## LOAN PERIOD

Materials are generally loaned for a three-week period. The exceptions are videos, dvds, portable dvd players, periodicals, and circulating reference materials for school assignments. Museum passes are due before opening two days hence. As a convenience to our patrons, a receipt listing the materials borrowed and their due dates is issued at checkout. Reference books, current newspapers and magazines, and historical collection items do not circulate. The Library reserves the right to limit the number of materials borrowed at any one time, especially in times of heavy demand (school assignments, holidays, etc.).

<b>MATERIAL</b>	<b>LOAN PERIOD</b>	<b># OF RENEWALS</b>	
Books	21 days	2	
Audio Book/CDs	21 days	2	
DVD Series	21 days	2	
DVDs or Videocassettes (popular-fiction/nonfiction)	7 days	2	
Magazines (excluding current issue)	7 days	0	
Portable DVD Player	7 days	0	
Passes	Dependent on Pass	0	

#### RESERVES AND INTERLIBRARY LOANS

To request materials owned either locally or at other Rhode Island public Libraries, OSL card holders can place system- wide holds (reserves) on the OSL system at the library or via the internet at [www.nsmlibrary.org](http://www.nsmlibrary.org). Patrons will be notified when their item(s) have arrived. Materials not available on the OSL system may be available for interlibrary loan through the statewide Clearing House. Details are available at the reference desk. OSL cardholders may also use the collections of any Rhode Island public library

#### RENEWALS

Most materials may be automatically renewed twice. You may also renew material either in person, by phone or on-line. If there is a block on your card due to late materials or another reason no automatic renewals will occur.

#### RETURNS

Materials belonging to any OSL library may be returned to any OSL library. Portable dvd players borrowed at the North Smithfield Public Library are to be returned to the North Smithfield Public Library. Interlibrary loans that are obtained through the statewide Clearing House from non- OSL libraries should be returned only to the North Smithfield Library since the Library holds the initiative paperwork.

#### BOOK DROPS

There is a book drop with 2 slots, one for print material and one for audio-visual material, by the front door for returning materials. To avoid damage, audio-visual materials must be returned to the audio-visual drop only. The Library does not guarantee the security of the book drops. Materials deposited in the drops are checked in the following business day.

## OVERDUE MATERIAL

North Smithfield Library does not charge overdue fees, a fee may be incurred if the material is borrowed from another library which is not fine free.

## OVERDUE NOTICES

The patron is notified, as a courtesy, two weeks after the material is due. At four weeks, an invoice is sent for the items still outstanding.

## OUTSTANDING BALANCES

Borrowers with an outstanding balance of fines or materials over \$5.00 are denied borrowing privileges until their accounts are cleared. Parents and legal guardians are responsible also for the accounts of their minor children.

## REPLACEMENT COSTS

Lost, damaged or unreturned materials will be billed at full cost. Damage to library materials is defined as anything beyond normal wear and tear that permanently and/or aesthetically reduces the visual appeal, marketability and usability of an item. An item which is part of a set may be assessed full replacement cost if full replacement is the only way to return the title to useful service.

The library may accept replacement of lost or damaged material, at the discretion of the Director.

Receipt of payment or replacement is required within 30 days.

## SUBSEQUENT RETURNS

For any catalogued item that was lost and paid for and subsequently found by the borrower and returned within thirty days a refund will be issued. The refund is only applicable to materials owned by North Smithfield Library.

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