

Hope Library - Circulation Policy

OSL Cards: OSL cards are available to Rhode Island residents free of charge. Proof of identity and current Rhode Island address is required. There are no age restrictions on library cards. Patrons under eighteen must have their registration forms signed by a parent or legal guardian in the presence of a staff person. Replacement for a lost card is available for a \$1.00 fee. Worn cards that no longer scan will be replaced for free. You must have your library card with you to borrow materials or use the computers. *You are responsible for all items, including damages to the items and their containers and/or contents, while checked out on your card.* Library cards with an Ocean State Libraries logo are valid at all public libraries throughout the state.

Rights: Information about your registration and borrowing habits are protected under Rhode Island law and all information will remain confidential. All print and non-print materials are available without restriction* to all library patrons.

***Restrictions:** OSL policy prohibits patrons from checking out library materials if they have overdue fines totaling \$5.00 or greater. Patrons cannot check out materials or use the computers if restitution for lost or damaged items has not been made (regardless of price) and/or their library record shows overdue items.

As a library cardholder you are responsible for the following:

- Returning all materials borrowed by the due date and in the same physical condition as when checked out.
- *Paying late fees on items returned after the due date.
- Paying the replacement fees for library items that are lost or damaged while checked out on your account--replacement items are not accepted.
- Immediately reporting a lost or stolen card.
- Reporting any change of address, telephone number or e-mail address.

Loan Period: Materials are generally loaned for a three-week period. Exceptions are as follows:

Magazines: Loan period is 1 week. Patrons are limited to three new magazines.

Videos/DVDs: Feature films and children's videos circulate for 1 week. These DVDs are limited to 5 per family. Overdue Fines: \$1/day

TV & Non-fiction DVDs: Loan period is 3 weeks, limited to 3 items. Overdue Fines: \$1/day

Music CDs & Audiobooks: Loan period is 3 weeks. Overdue Fines: \$1/day

Downloadable Books & Videos: 3 week loan period.

Reference materials: These items do not circulate and are for use only inside the library.

Note: The library reserves the right to limit the number of materials borrowed at any one time, especially in times of heavy demand, involving school assignments, holidays and best sellers. Materials are limited to 3 items per author, unless permission is granted by a librarian. Reference books, historical books and certain magazines do not circulate.

Renewals: Most materials may be renewed once, if there is no "hold" on the item. Phone renewals are accepted by calling the library at 821-7910 or by using our website: www.hopepubliclibrary.org and clicking on **My Account Login**. To renew items using any of the above methods requires your library card barcode and the barcode from the item you wish to renew.

Overdue Fines: Hope Library items returned late are subject to the following fines:

Videos/DVDs & Audiobooks: \$1.00 per day with a maximum amount of \$10.00 per item.

Music CDs : \$1.00 per day with a maximum amount of \$5.00 per CD.

Returned Check: A \$20 fee will be assessed if a check is returned for insufficient funds.

Patrons are asked to make a donation to the library if Hope Library owned books & magazines are returned late.

Items borrowed from other libraries through our delivery system are subject to the fine structure set by the owning library.

Audio/Visual Drop: CDs/DVDs & videos must be returned either inside the library during normal hours of operation, or in a designated Audio/Visual drop when the library is closed. Fines will be assessed if CDs/DVDs are placed in the book drop instead of the AV drop. If these items are damaged after placement in the book drop, full replacement value will be charged.

Book Drop: When the library is closed, print materials may be dropped off in a designated book drop.

Holds: Patrons may place a hold on materials by speaking to a staff member at the circulation desk, by placing a hold on the item using the on-line catalog in the library, or from home by accessing our web address at: www.hopepubliclibrary.org and using the **Library Catalog**. When the requested materials are available, patrons may opt to be notified by an automated phone system or by email. Items will be held for seven business days once received through delivery.

Interlibrary Loans: Materials not owned by the Hope Library and not available within the OSL system may be requested from other libraries (such as colleges) through the interlibrary loan system. Please speak to a staff member for further information or assistance.

Hope Library is closed on all State & Federal holidays. In addition, the library may close during inclement weather for the safety of our patrons and staff.

Please visit our website at www.hopepubliclibrary.org or visit our Facebook page for additional information regarding library events.