Introduction

This guide was created to primarily assist you, the library user, with avoiding being denied library privileges at any of the three University Libraries.

1. Kingston, Robert L. Carothers Library & Learning Commons
2. Narragansett, Pell Marine Science Library
3. Providence, the College of Continuing Education Library

2. Your Library Card is your Student ID. The number below the barcode (21222000XXXX) is your library card number.

3. Loan Period. Undergraduate Students can check out a book for 28 days. You can renew the book at the Circulation Desk(s), by phone, or online. Graduate Students and Faculty have a longer period. There are exceptions and they will be explained later in this guide.

4. Responsibility. You are responsible for your library record.

Checking your library record

When you check out any material in the library, the library staff will inform you if you have any fines on your library record.

You can check on your library record through the following means:

a. Check your Library Account online. Go to http://library.uri.edu/. Once there, you will see a link for checking your library account. Enter your name (as it appears on your ID) and barcode number (21222000XXXX) and the listing of the items checked out on your card will be displayed. While books can normally be renewed, there are restrictions. Those restrictions are: if the book is two weeks overdue or if someone else requested the book. Return the book (or, books) to the library before you incur fines.

b. Check your e-mail account. The first overdue notice of an overdue item (or, items) is sent via e-mail to the e-mail address listed in your eCampus account.

c. Call Circulation.

Kingston, 874-2672
Narragansett, 874-6161
Providence, 277-5130

d. Be aware of what you checked out.

e. Look at the date due slip.
How much will this late item cost?

All three University Libraries - the Robert L. Carothers Library & Learning Commons, the Pell Marine Science Library and the College of Continuing Education Library - follow the same procedure for processing bills and placing sanctions. Fines may vary by Library.

All fines are paid the Circulation Desk(s).

Books

- $0.50 per day per book
- $3.00 per day per item for books that have been recalled (Books that are checked out may be requested by another patron. When a book has been recalled, it must be returned to the Circulation Desk by the due date on the recall notice.)
- $100.00 for a Lost or Damaged Book

Curriculum Materials Library (CML) Materials

- Laptops (in-house use only), $10.00 an hour
- Camcorders & digital cameras, $10.00 a day
- Books, $2.00 a day
- Media (DVDs, CDs, videos, audiocassettes), $5.00 a day
- Kits Manipulatives, $10.00 a day
- Maps & Globes & Posters, $10.00 a day
- Puppets, $10.00 a day

For more information about the CML and the materials loaned out through that Unit, please visit the CML Web page: [http://www.uri.edu/library/cml/index.html](http://www.uri.edu/library/cml/index.html)

Media Resource Center (MRC) Materials

- All MRC items not returned on time will be assessed a fine of $1.00 per day per item.
- If a patron has an outstanding fine, he/she will not be able to check items out of the MRC but will be allowed to use MRC materials in-house only.

Reserves Materials

- A patron with a Reserves fine of $3.00 or more will have their library card deactivated.
- Any patron with an Open Reserve item more than two days overdue or a Closed Reserve Only more than one day overdue will be denied all borrowing privileges.
- $1.00 per hour for LIBRARY USE ONLY and CLOSED RESERVES items (these fines are calculated around the clock)
- $1.00 per day for OPEN RESERVE items
- $1.00 per hour for items taken overnight without permission (these fines are calculated around the clock)
- The patron must pay the full amount of their Reserves fine before any other Reserves or Library material may be checked out. The block will stay on the patron’s record until the entire Reserves fine has been paid.
**Misc. Materials**

- $5.00 per hour for Group Study Rooms
- $60.00 for lost Research Carrel Key and Group Study Room Key

**If you have to pay, How to pay**

Cash, check, money order or RAM Account (this option only applies to Kingston) are accepted for fines at the Circulation Desk. When paying with cash, change may not be available for bills over $100.00.

**Billed Items**

Any material not returned or paid for within six weeks of the due date will be listed on your record as a **billed item**. When that happens, borrowing privileges are automatically suspended and sanctions will be placed on the outstanding accounts.

If you have a billed item on your record you will be denied borrowing privileges and will be sanctioned by Enrollment Services. The Enrollment Services Sanction will prevent you from registering for classes, graduating or acquiring transcripts. Enrollment Services Sanctions will be removed only when an item is returned or paid for.

Bills for lost materials are calculated on the average price of an item plus a replacement fee. The average cost for a lost or damaged book is $80.00, plus the replacement fee of $20.00 which brings the bill to a total of $100.00.

Replacement costs (with $20.00 replacement fee included) for other **billed items** are as follows:

- Research Carrel Key -- $80.00 (Circ)
- Laptops -- $2,520.00 (CML)
- Camcorders, digital cameras -- $420.00 (CML)
- Media (DVDs, CDs, videos, audiocassettes) -- $100.00 (CML)
- Kits Manipulatives -- $200.00 (CML)
- Maps, Globes, Posters -- $100.00 (CML)
- Puppets -- $100.00 (CML)
- Media (Videos, DVDs, CD's CD-Rom's DVD-Roms.) -- $ 50.00 (MRC)

When you reach this level of billing, you will be contacted by mail, e-mail, and phone.

**Lost Materials and Damaged Materials**

- **Lost Material** -- You either pay for the material or you can bring in a replacement copy of that item provided the item is the same edition as the one lost. Be aware: even if you supply us with a replacement copy, you will be still charged the replacement fee: $20.00.
- **Damaged Material** -- You either pay for the material or you can bring in a replacement copy of that item provided the item is the same edition as the one lost. Be aware: even if you supply us with a replacement copy, you will be still charged the replacement fee: $20.00.
- **Last words concerning damaged books**: Please examine the book (or, books) before you check out. If you notice ANY damage in a book – torn pages, writing, water stains – please be proactive
and bring it to the attention of a Circulation staff member before you check it out. They will make note of the damage so you will not be blamed for the damage upon the book’s return.

**Items borrowed from other HELIN Libraries**

The HELIN Library Consortium is composed of eleven academic libraries (of which URI is one) and twelve hospital libraries. To best manage the flow of materials borrowed through the HELIN Consortium System, policies have been created to serve the Consortium rather than the individual libraries.

For example, each member library will honor all patron record blocks placed by other library members.

With regards to **billed items**, if you have a **billed item** from another HELIN Library and you fail to return that **billed item** before the end of May, then URI’s University Libraries will be charged $100 for that book by the owning library. That charge of $100 will then be placed against your record and must be paid – whether that **billed item** is returned or not.

**Useful Links**

For further information, please examine the following Web pages:

e. Reserves - [http://www.uri.edu/library/reserves/reserves.html](http://www.uri.edu/library/reserves/reserves.html)