

Introduction

This public policy was created to help you, the library user, to avoid the suspension of your 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 Feinstein Providence Campus Library

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

3. Loan Period.

- Books borrowed by patrons will be automatically renewed twice by the Library system.
- Undergraduates' initial check-out for books is 28 days. With the two automatic renewals, an undergraduate patron can have a book out for a total of 84 days.
- Graduate Students and Faculty, on the other hand, have an initial check-out period of 120 days. With the two automatic renewals, those patrons can have a book out of a total of 360 days.
- When a borrowed book has reached the renewal limit, it must be returned to the Library.

Checking your library record

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

a. Check your Library Account online.

- Go to <http://web.uri.edu/library/>.
- Under **Find Resources**, click on the box labelled "My Library Account."
- Sign in with your e-Campus Username & SSO.
- Once you are logged in, you can navigate the page and obtain the information you seek.

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 e-Campus account.

c. Call Circulation and ask them to check your record.

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

How much will a late item cost?

The University of Rhode Island's University Libraries do not charge fines for the majority of materials that are returned late. However, until the late materials are returned, a sanction will be placed on both the patron's library and e-Campus record.

Exceptions: Items that do incur fines

1. Recall items (books and DVDs)

- \$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.).
- This fine will be applied to all users who fail to return the recalled item.

2. Reserves Materials

- \$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).
- 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.
- 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.

If you have to pay: How to pay

Cash, check, or money orders are accepted for fines at the Circulation Desk. When paying with cash, change may not be available for bills over \$100.00.

Lost Materials and Damaged Materials: Billed Items

- **Lost Material** -- Patrons either pay for the material or bring in a replacement copy of that item, provided the item is the same edition as the one lost and is not damaged in any way.
- **Damaged Material** – Patrons either pay for the material or bring in a replacement copy of that item, provided the item is the same edition as the one lost and is not damaged in any way.
- If a replacement cannot be provided? A lost or damaged book replacement fee is \$100.00. The fee for a DVD is \$50.00 while the fee for a lost Study Room or Carrel key is \$60.00.

Any material not returned nor paid for within six weeks of the due date will be listed on your record as a **billed item**. A billed item on your library account will result in the suspension of your borrowing privileges and an Enrollment Services Sanction. The Enrollment Services Sanction will prevent you from graduating and acquiring transcripts. Enrollment Services Sanctions will be removed only when an item is returned or paid for or replaced.

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