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.

4. **Responsibility.** You are responsible for the items on 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 materials that are overdue.

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

a. **Check your Library Account online.**
   - Go to [http://web.uri.edu/library/](http://web.uri.edu/library/).
   - Under TOOLS & GUIDES, click on URI Libraries Search.
   - Once in the catalog, click on the “Guest” link in the upper right corner.
   - Sign in with your e-Campus Username & Sakai Password.
   - Click on the “My Library Account” link located in the upper blue bar.
   - From there, you have the option to renew your items. If you cannot renew your items, contact your Library’s Circulation Unit (see below for the applicable phone numbers).

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. **Look at the date due slip.**
The University of Rhode Island’s University Libraries do not charge fines for books and DVDs that are returned late.

There are exceptions and those exceptions will be listed.

However, until the late materials are returned, a sanction will be placed on both the patron’s library and e-Campus records.

The Exceptions: Items that incur fines

1. **Recall items (books and DVDs)**
   - $1.00 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.)

2. **Curriculum Materials Library (CML) Materials**
   - 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

3. **Reserves Materials**
   - A patron with a Reserves fine of $3.00 or more will have his/her borrowing privileges automatically suspended.
   - 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.
4. Misc. Materials
   - E-Device (such as laptops and tablets) - $10.00 an hour
   - Group Study Room - $5.00 an hour

**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.

**Billed Items: Lost materials & damaged materials**

- **Lost Material** – Patrons either pay for the material or can bring in a replacement copy of that item provided the item is the same edition as the one lost.
- **Damaged Material** – Patrons can either pay for the material or can bring in a replacement copy of that item provided the item is the same edition as the one lost.
- If a replacement cannot be provided, the average cost for a lost or damaged book is $80.00.

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 graduating and acquiring transcripts. Enrollment Services Sanctions will be removed only when the physical item is returned or a physical item is submitted as a replacement or payment made.

Other costs for lost or damaged items are as follows:

- Circ. Chromebook - $180.00
- Circ. iPad Mini - $400.00
- Circ. MacBook - $1,799
- Circ. PC - $800.00
- Circ. Galaxy Tablet - $600.00
- CML Laptops - $2,520.00
- CML Camcorders, digital cameras - $420.00
- CML Media (DVDs, CDs, videos, audiocassettes) - $80.00
- 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
- DVDs - $80.00
- Group Study Room Key - $60.00
- Research Carrel Key - $60.00