

Glocester Manton Library

1137 Putnam Pike, P.O. Box C
Chepachet, RI 02814
Phone: 401-568-6077 Fax: 401-567-0140
www.glocesterlibraries.org



Harmony Library

195 Putnam Pike, P.O. Box 419
Harmony, RI 02829
Phone: 401-949-2850 Fax: 401-949-2868
www.glocesterlibraries.org

Circulation Policy

Glocester Manton Library and Harmony Library are members of the Ocean State Library System (OSL). To borrow materials you must have a valid OSL library card. OSL cards may be used at any OSL affiliated library in Rhode Island. OSL cards are non-transferable. You must use your own card to check out library materials. Parents are allowed, however, to use their child's card to borrow children's materials.

LOAN PERIODS

- Book, audiobooks, CDs, non-fiction DVDs, and entertainment DVDs containing three (3) or more discs may be borrowed for three (3) weeks.
- Entertainment DVDs and magazines may be borrowed for one (1) week.
- Reference materials may be borrowed overnight upon librarian approval and must be returned to the library from which it was borrowed.
- Admission passes to local attractions may be borrowed for one (1) week and must be returned to the library from which it was borrowed.
- No loans will be made to patrons with outstanding lost/damaged materials.
- No loans will be made to patrons with overdue materials at any OSL library. Items two (2) weeks or less overdue may be renewed to allow borrowing privileges to be restored. Exceptions may be made, for good and sufficient reasons, by a person in authority at the owning library.

RENEWALS

- Most library materials may be renewed. The OSL system automatically renews eligible items twice. Notice of an automatic renewal is sent to those patrons that have requested email notifications.
- Renewals may not be possible if there is a waiting list for the specific item or if the owning library does not allow renewals.
- Admission passes may not be renewed.

FINES FOR OVERDUE MATERIALS

- If a patron has an overdue balance exceeding \$5.00, borrowing privileges will be denied at all OSL locations until the fine is paid or brought down to \$5.00. This does NOT apply to LOST items.
- Three-week loan materials and magazines are fined \$.10 per day for each day the library is open. A maximum overdue fine of \$3.00 is charged per item.
- DVDs are fined \$2.00 per day for each day the library is open. A maximum overdue fine of \$5.00 is charged per item.
- A maximum “grace” fine of \$10.00 per person is charged for overdue materials belonging to Gloucester Manton Library or Harmony Library ONLY. Overdue fines for materials belonging to other OSL locations must be paid in full.
- Overdue fines vary for admission passes.

LOST CARD REPLACEMENT FEE

- A \$1.00 replacement fee is charged for a lost card.

LOST OR DAMAGED MATERIALS FEE

- If a patron loses or damages an item belonging to Gloucester Manton Library or Harmony Library, there are two options. The patron may either pay for the item or replace it. If the patron chooses to replace the item, the owning library must be notified. Brand new and gently used items will be accepted.
- If a patron loses or damages an item belonging to another Ocean State Library, the patron must contact the owning library directly to see what that library’s policy is for lost or damaged items.