

**The list of updated policies, approved, is as follows:**

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**OSL POLICY NO. 1**

Date: 5/22/08

**PATRON IDENTIFICATION**

**PURPOSE:** To establish a list of alternate patron identifications to be used by all member libraries and entered in the appropriate field of the patron record in the database.

**POLICY:** A minimum of one of the following identifications along with a verifiable address is required from patrons applying for an OSL card. ALL PATRONS MUST SHOW PROOF OF IDENTITY AND WHERE THEY RESIDE).

PRIMARY IDENTIFICATION (A MINIMUM OF ONE REQUIRED)

1. Current Driver's License
2. Current State I.D.
3. Current Liquor I.D.

SECONDARY IDENTIFICATION (2 OR MORE REQUIRED)

1. Car Registration
2. Personal or Payroll check with printed name and address
3. Current Utility Bill
4. Welfare Card
5. Identification by a member of the staff
6. Telephone directory
7. City directory
8. Valid Green Card
9. Rental Lease
10. Proof of mailing (must have current postmark)
11. Passport
12. Military I.D.

For college students:

1. Student I.D. (if living on campus), and proof of permanent home address.
2. Student I.D. and other I.D. (if living off campus), and proof of permanent home address.

For young adults:

1. Current Student I.D.
2. Bus Pass
3. Photo Identification
4. Report Card
5. Class Schedule
6. Parent name and address (see above list for verification)

For children:

Signature of parent or guardian required for all children's cards

## **OSL POLICY NO. 2**

DATE: 5/22/08

### **PATRON LOANS**

**PURPOSE:** To establish criteria to be met in extending borrowing privileges to OSL patrons.

#### **POLICY: 1. BORROWERS CARDS**

- a. Each OSL patron must present his/her valid OSL card to the library before borrowing privileges will be extended. Exceptions may be made, for good and sufficient reasons, by a person in authority at the loaning library.
- b. A patron should have only one OSL card with one active barcode.
- c. The charge for a lost OSL card is \$1.00. For libraries using photo cards a charge for replacement is \$3.00.

#### **2. LOCAL POLICIES**

- a. The policies of the owning library will govern the loan transaction. It is the responsibility of the lending library to inform its patrons of policy.
- b. Libraries will accept and check in materials returned (belonging) to any (member) library, but will not be responsible for damage incurred during transit.

#### **3. FINES**

- a. No loans will be made to OSL patrons owing more than \$5.00 in fines.

**b.** Loans will be made if the patron brings the fine amount to \$5.00. This does NOT apply to LOST items.

**c.** Libraries will accept and retain fines due at any library. Those libraries that cannot retain fines will forward them to the loaning library.

**d.** Fines will be assessed according to the rules of the owning library.

#### **4. OVERDUE LIBRARY MATERIALS**

No loans will be made to OSL patrons with overdue materials at any OSL library. Items 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 loaning library.

### **OSL POLICY NO. 2.1**

DATE: 5/22/08

#### **LOST OR UNRETURNED MATERIALS**

**PURPOSE:** To establish a method for dealing with lost materials and to provide a standard receipt form for use by all OSL libraries.

**POLICY:**

**A.** No loans will be made to patrons with outstanding lost materials. Exceptions may be made, with good and sufficient reasons, by a person in authority at the loaning library.

**B.** All libraries will accept payments for lost or unreturned materials from all OSL libraries.

**C.** The "OSL MATERIALS LOST AND PAID" form may be used or you may print a slip from the fines paid record. This form will then be forwarded with the payment to the owning library.

**D.** Patrons will be issued a receipt for the payment

**E.** The patron record will be updated to reflect the amount of payment.

OSL MATERIALS LOST AND PAID

OWNING LIBRARY \_\_\_\_\_ DATE \_\_\_\_\_

PATRON NAME \_\_\_\_\_

ITEM TITLE \_\_\_\_\_

ITEM AUTHOR \_\_\_\_\_

ITEM BARCODE \_\_\_\_\_

RECEIVING LIBRARY \_\_\_\_\_ AMOUNT RECEIVED \_\_\_\_\_

NAME OF RECEIVER \_\_\_\_\_

CHECK \_\_\_\_\_ CASH \_\_\_\_\_ ENCLOSED

PLEASE CHECK TO SEE IF THE SYSTEM LISTS THIS ITEM AS "LOST".  
IF NOT, PLEASE SET IT TO "LOST" AND FORWARD A COPY OF THIS SLIP  
AND THE PAYMENT TO THE OWNING LIBRARY. PLEASE BE DISCREET IF  
SENDING CASH. THANK YOU.

### OSL POLICY NO. 3

DATE: 5/22/08

### UNRECOVERED MATERIALS

**PURPOSE:** To establish guidelines to be followed when overdue library materials are not recovered from patrons and not cleared from the patron record.

**POLICY:**

1. A list of unrecovered materials will be provided to each OSL library by Central Site upon request, or can be printed by each member.
2. Items will change to BILLED status after 30 days.
3. The owning library will make decisions on replacement of unrecovered materials.

## **OSL POLICY NO. 4**

DATE: 5/22/08

### **RENEWALS**

**PURPOSE:** To establish guidelines for renewing items belonging to other OSL libraries.

**POLICY:**

1. One renewal per item if owning library allows renewals. No overrides permitted except by the owning library.
2. If an item is on hold, a renewal will not be permitted.
3. Overdue items **MAY BE RENEWED** if 14 days or less overdue, and no holds are on that item. Exceptions may be made, for good and sufficient reasons, by a person in authority at the loaning library.

## **OSL POLICY NO. 5**

DATE: 2/12/98

### **"CLAIMS RETURN"**

**PURPOSE:** To establish a method for dealing with claims that items have been returned.

**POLICY:**

1. Only the owning library may make the decision in CLAIMS RETURN process.
2. Patrons will be informed that it is not possible to check the shelves at another library for an item they claim to have returned. The owning library must be contacted.

## **OSL POLICY NO. 6**

DATE: 2/12/98

### **DELETING PATRON RECORDS FROM THE DATABASE**

**PURPOSE:** To establish criteria for eliminating inactive patron records from the database.

**POLICY:**

1. Inactive patron records will be purged after three years.
2. Each library will be responsible for deciding if it will clear its patrons' records or leave the PURF on file and will take appropriate action. It is recommended that patron records with fines of less than \$5.00 and/or unreturned materials of less than \$8.00, with no activity for the past three years, be purged from the database.
3. Central Site will run the purge annually.

## **OSL POLICY NO. 7**

DATE: 8/19/94

### **FISCAL RESPONSIBILITY OF MEMBERS**

#### **PURPOSE:**

- 1.** To further define some fiscal responsibilities of members to OSL with special regard to Article VI, Section 2b of the Bylaws.
- 2.** To emphasize that it is in the interest of all members to insure that each member library fulfills its fiscal responsibility to OSL.

#### **POLICY:**

- 1.** Membership fees shall be paid within sixty (60) days of billing date. Late fees of 1.5% per month will be charged on all overdue bills.
- 2.** If bills are ninety (90) days past due the Executive Director of OSL shall contact the Director of the overdue member library to seek a resolution to the payment problem.
- 3.** If OSL fees remain unpaid sixty (60) days after the date of the next quarterly payment and no resolution of the payment problem has been agreed to by the Executive Director, Steering Committee and Library Director, the Steering Committee shall invoke Article VI, Section 2 of the Bylaws.
- 4.** The Steering Committee shall call a special meeting of the full membership in a timely fashion to consider termination of membership. This meeting shall be held no sooner than ten (10) days after the Chair has provided written notice to the overdue member.

#### **SUMMARY:**

60 Days

If bill has not been paid, a late fee of 1.5% per month is incurred.

90 Days

Executive Director and Library Director meet to resolve the problem. If problem is not resolved, second invoice for delinquent payment is sent.

150 Days

Invoke Article VI, Section 2 of Bylaws; send written notice to member; call special meeting.

160 Days

Special meeting held to consider termination of membership.

## **OSL POLICY NO. 8**

DATE: 2/19/98

### **NONRESIDENT BORROWERS FEE**

**PURPOSE:** To allow those libraries which find it necessary to collect a nonresident fee to do so and to provide guidelines for issuance of local nonresident borrowers cards by some OSL libraries.

**POLICY:** Any person living in a community which does not fund a OSL library (including Exeter, Rhode Island or living in another state) will be required, as of January 1, 1994, to pay a \$25.00 per year nonresident fee to obtain a OSL card.

Any OSL library electing to allow nonresident borrowing privileges to a patron may issue said patron a local borrowers card for use only in that library and in other OSL libraries which choose to extend borrowing privileges to nonresident patrons.

Pending OSL approval, a OSL library may enter into an agreement with an adjoining non-OSL community to provide library services at a cost of \$25.00 per capita or at the dollar amount which the OSL community provides, per capita, for its residents.

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