

APPENDIX A  
Loan Periods and Item Loan limits

Material Type	Loan Period	Fine per day	Maximum Fine	Loan limit
Audiobooks	21 days	\$0.20	\$10.00	None
Baking Equipment	21 days	\$0.20	\$10.00	20
Board Games	21 days	\$0.20	\$10.00	1
Book Discussion Kits	42 days	\$0.20	\$10.00	2
Books	21 days	\$0.20	\$10.00	None
Cultural Passes	3 days	\$1.00	\$10.00	1 per household
DVDs & BLU-RAY (Long Loan)	21 days	\$0.20	\$10.00	Format limit of 10
DVDs & BLU-RAY (Other)	21 days	\$1.00	\$10.00	Format limit of 10
DVDs & BLU-RAY (Short Loan)	7 days	\$1.00	\$10.00	Format limit of 10
Library of Things	7 days	\$0.20	\$10.00	3
Launchpads	21 days	\$0.20	\$10.00	2
Magazines	21 days	\$0.20	\$10.00	5 per title
Music CDs	21 days	\$0.20	\$10.00	None
Mobile Hotspots	7 days	\$5.00	\$35.00	1 per household
ROKU (Streaming Devices)	7 days	\$5.00	\$35.00	1 per household
Video Games	7 days	\$1.00	\$10.00	3

Some items are "Fine Free." Check with the Circulation Department to see if your card qualifies. **FINE FREE ITEMS DO NOT INCLUDE:** Mobile hot spots, streaming devices, cultural passes, or library of things items.

Board Reviewed & Approved - 12/18/2018; 8/20/2019; 8/18/2020; 9/21/2021; 8/16/2022;  
9/19/2023; 12/17/2024

APPENDIX B  
GUIDELINES FOR DAMAGES REQUIRING TOTAL REPLACEMENT

Item category	Description of damage
Print materials : Book, magazine etc	Chewed corners or spine
	Burn damage
	Pages missing, articles or pictures cut out
	Water or other liquid damage
	Insect infestation
	Food or odor damage
	Ink, marker, crayon, grease, dirt (non-eraseable)
AV materials	Warped or cracked CD, DVD, BLU-RAY or Video Game
	Audiobook returned without one or more discs*
	Disc & book combination returned with part missing
	CD, DVD, BLU-RAY or Video Game case returned without the disc
	Multi disc DVD/CD set returned with one or more disc missing
Realia	Puzzle returned with missing pieces(s)
	Flash cards returned with missing piece(s)
Equipment & Library of Things	Equipment returned damaged or with piece(s) missing
	* If individual disc replacement is not available

BOARD REVISED & APPROVED: 12/18/2018; 8/20/2019; 8/18/2020; 9/21/2021; 8/16/2022; 9/19/2023;  
12/17/2024

APPENDIX C  
CHARGES FOR PARTIAL DAMAGES

Damage	Fee
Missing/damaged barcode	\$2.00
Missing/damaged clear plastic book cover	\$2.00 plus \$2.00 if the barcode is missing
Torn but not missing pages. Pages that can be repaired	\$.50 per page
Pages marked with pencil to be erased by staff	\$.50 per page
Missing magazine cover	\$1.00 plus \$2.00 if the barcode is missing
Torn hinge of cover	\$1.50
Missing CD from Audiobook	\$10.00 ( if individual discs may be replaced)
Missing DVD or CD as part of a book	\$10.00
Missing DVD from multi-disc set	Full replacement cost of item
Missing CD or DVD insert or booklet	\$3.00 plus \$2.00 if the barcode is missing
Missing CD case for single or double CD	\$2.00 plus \$2.00 if the barcode is missing
Missing or damaged Audiobook case 2-14 disc	\$8.00 plus \$2.00 if the barcode is missing
Missing or damaged Audiobook case 15+ disc	\$12.00 plus \$2.00 if the barcode is missing
Missing or damaged DVD, BLU-RAY or Video Game Case 1-2 disc	\$3.00 plus \$2.00 if the barcode is missing
Missing or damaged DVD or BLU-RAY Case 3-10 disc	\$6.00 plus \$2.00 if the barcode is missing
Missing or damaged Playaway Audiobook case	\$6.00 plus \$2.00 if the barcode is missing
Missing Playaway Audiobook battery door	\$1.00
Missing or damaged Carrying Case for Playaway BookPack	\$10.00 plus \$2.00 if the barcode is missing
Missing or damaged Book from a Book Discussion Kit	\$10.00
Missing or damaged Book Discussion Kit box	Retail price of book
Missing or damaged Kit cardboard boxes	\$1.00 plus \$2.00 if the barcode is missing
Missing or damaged blue or green kit bag	\$4.50 plus \$2.00 if the barcode is missing
Missing or damaged kit or toy clear plastic bag	\$1.50 plus \$2.00 if the barcode is missing
Missing or damaged AC adapter for Launchpad	\$8.00
Missing or damaged USB cord for Launchpad	\$7.00
Missing or damaged bumper for Launchpad	\$9.00
Missing or damaged Carrying Case for Launchpad	\$13.00 plus \$2.00 if the barcode is missing
Damaged screen for Launchpad	Full replacement cost
Missing or damaged HotSpot device	\$135.00
Missing or damaged Hotspot case with label and barcode	\$25.00
Missing or damaged Hotspot Micro USB cord	\$15.00
Missing Hotspot instruction card	\$10.00
Missing AC Adapter for HotSpot	\$15.00

Board Reviewed & Approved 12/18/2018; 8/20/2019; 8/18/2020; 9/21/2021; 8/16/2022; 9/19/2023; 12/17/2024.

APPENDIX D  
PROCESSING FEES FEE SCHEDULE

PROCESSING FEES BY ITEM CATEGORY	FEE
Book	\$7.00
AV	\$10.00
HotSpot	\$20.00
ROKU Streaming Device	\$15.00

FEE SCHEDULE	
Printouts & Photocopies	\$.25 per page (double-sided copies \$.50)
Microfilm Reader/Printer	\$.25 per page
Non-resident Card	\$128.00 annually
Visitor's Card	\$10.50 per month \$20.00 cash deposit
Lost Card Fee	\$5.00
Flashdrive	\$8.75
Headphones	\$1.00
Envelopes	\$0.25 each
Community Rooms	See Community Room Policy
Interlibrary Loan Fee	As assessed by the lending library
Interlibrary Loan Not Picked up Fee	\$3.00
Improperly returned Cultural Passes	\$10.00
Improperly returned Mobile HotSpot	\$10.00

Board Approved: 12/18/2018; REVIEWED & APPROVED: 8/20/2019; 8/18/2020;  
9/21/2021; 8/16/2022; 9/19/2023; 12/17/2024

APPENDIX E  
LOAN LIMITS BY PATRON CODE

Patron Type	Total material	DVD/BLURAY	Video Games	Board Games	Audio	Launchpads	Library of Things	Baking Equipment	Passes	Book Discussion	ROKU Streaming	Mobile HotSpot
Adult	No limit	10	3	1	No limit	2	3	20	1	2	1	1
Conditional Housing	3 RI ONLY	3	0	1	3	0	0	3	0	0	0	0
Homebound	No limit	10	3	1	No limit	2	3	20	1	2	1	1
My First Library Card	10, RI ONLY	10	0	1	10	10	0	0	0	0	0	0
Non-resident	No limit	10	3	1	No limit	2	3	20	1	2	1	1
Inter-State Borrower	10	10	3	1	10	0	0	10	0	2	0	0
Reciprocal Borrower	No limit	10	3	1	No limit	2	3	20	1	2	0	0
Student	No limit RI ONLY	10	3	1	No limit	2	3	20	1	2	0	0
Visitor	3 RI ONLY	3	0	1	3	0	0	3	0	0	0	0

Board Approved 12/18/2018: REVIEWED & APPROVED: 8/20/2019; 8/18/2020; 9/21/2021; 8/16/2022; 9/19/2023; 12/17/2024