East Providence Public Library
Borrowing Policy

Having a library card gives you access to a large and varied catalog of materials and resources. Present your library card each time you wish to check out items at the library. You may also use your library card to check out museum passes, download ebooks, audiobooks, and magazines, and stream movies. An OSL library card is free to Rhode Island residents, and available for a fee for non residents.

The East Providence Public Library is a fine-free library. Other libraries in the Ocean State Libraries (OSL) network may have different loan rules, renewal policies, and fine structures.

Responsibilities of Library Cardholders

- Cardholders, or their designated parent or legal guardian, accept responsibility for all items checked out on their card.
- Report lost cards or a change in contact information as soon as possible.
- You will be charged for lost or damaged materials, in accordance with Rhode Island state law *RIGL 11-41-14*.
- Cardholders may authorize another individual to borrow or pick up materials on their behalf.
- Cardholders, or authorized users, must present their library card or alternate proof of identity when borrowing materials from the library.

Loan Periods

Loan periods and limits differ based on material types as follows:

Material	Limit	Loan Period	Renewals	Holds
Books	4 per author/subject	3 weeks	Yes	Yes
Magazines	5	1 week	Yes	Yes
DVDs	10	1 week	Yes	Yes
TV on DVD	10	3 weeks	Yes	Yes
XPRESS Books	4	1 week	No	No
Library of Things (patrons 18+)	2	1 week	No	No
WiFi Hot Spots (patrons 18+)	1	3 weeks	No	No

Kits ● Little Learners ● STEAM ● Literacy ● Decodable Books	1	1 week	No	No

Renewals
The OSL system automatically renews eligible items twice.

Holds
- Most items may be reserved ahead of time by placing a hold.
- Items may be placed on hold using the online catalog or OSL mobile app, in person, or by phone using your library card.
- Once the hold is ready, the library will notify the patron that the request is available for pick up.
- Items will be held for one week unless other arrangements are made. After one week, the item will be put back in circulation.
- Patrons must bring the library card through which they placed the hold in order to pick up the item unless they are an authorized user on the account. The authorized user must present their ID or the library card used to place the hold.

Fees
- Lost or damaged items will incur replacement costs.
    - We do not accept replacement copies of lost or damaged materials.
- Fees may be paid in person with cash or check, or online using a card.

Returns
- Materials borrowed from one library can be returned at any OSL library unless otherwise noted. Exceptions will be clearly marked.
- The Weaver Library and the Riverside Branch Library have outdoor library return boxes available 24 hours per day. Unless otherwise noted, borrowed materials can be returned in these return boxes in addition to inside the library.

Library of Things
- Patrons must sign a waiver each time they check out a Library of Things item.
- You must be 18 years of age or older, and using an adult library card, to check out these materials.
- The library is not responsible for any liability, damages, or expense resulting from use or misuse of the tool/device, connection of the device to other electronic devices, or data loss from use of the device.

- The library may not be able to provide instruction on the operation of items.
- If any problems are encountered, return the item immediately and notify us of the issue.
- Borrowers are solely responsible for the item, including its proper use and safe return.
- The borrower is responsible for costs associated with damage or loss of the item and/or accessories due to neglect or abuse.
- If the item is returned dirty, the borrower will be charged a $10 cleaning fee.
- Library of Things items must be returned to the location from which they were checked out.

Notifications

You can choose to receive due date reminders, holds and overdue notifications via phone, email, or text.

Holidays, Snow Days, and other Emergency Closings

If we are closed for a holiday, snow storm, or other emergency, your lending period will be extended until we reopen.

Damaged Materials

The East Providence Public Library strives to provide our patrons with a collection of materials that are in good condition, including books that are free from food stains and water damage, and DVDs that are not scratched or cracked.

Because of these operational standards and our responsibility to be good stewards of taxpayer dollars, we may have to charge you full replacement costs if you return items that are:

- Stained with food, drinks, or other residue
- Wet or moldy
- Missing pages or covers; torn, cut, or chewed
- Marked up by pencil, ink, marker, or highlighter
- Discs that have deep scratches, scrapes, or cracks
- In an unusable condition

Approved by the Library Board of Trustees November 2026