

**Jesse M. Smith Memorial Library**  
**Circulating Passes General Borrowing Policy**

Last Update: 11/03/2008

General regulations for use of the circulating passes at Jesse Smith Library are as follows:

**Pass Limitations:**

Each pass or set of passes is different. Some offer free admission, some offer discounted admission. Number of persons covered by the passes varies. Please remember that the each institution sets its own limits on what the pass covers. Please call the institution involved if you have any question about admission fees, or whether the pass will allow you free access to special programs or exhibits.

**Borrowing the Pass:**

Each pass is available to all OSL library card holders over the age of 18, who have no overdue materials or other "blocks" on their cards. Patrons who are Burrillville residents may reserve the pass in advance. Non-Burrillville-resident patrons may borrow the pass on an "as available" basis for same or next day use.

**Return of the Pass:**

All passes must be returned directly to the Jesse Smith Library. No "universal return" via other OSL libraries is allowed. Overdue fees will accrue until such time as the pass is received into the hands of a staff member of the Jesse Smith Library. (See note below about returning via bookdrop.) Passes **MUST** be returned no later than the time indicated on the date due slip. Overdue fees begin to accrue at 10 minutes past the designated return time on the date due slip.

**Returning the pass via the bookdrop:** DO NOT use the bookdrop for return unless the library is closed at the time of return. The bookdrop is opened only once a day when the library is opened. If the pass is returned in the bookdrop, the pass will not be found until the next library opening and overdue fines will continue to accrue until the bookdrop is opened.

**Overdue Fines and Fees:**

Overdue fee is \$10.00 PER DAY for each day past due, up to the maximum fine equal to the value of the pass. Over due fees begin to accrue as of ten minutes past the time indicated on the date due slip.

**Loss of the Pass:**

If the pass is lost, the borrower will be required to pay the full value of the pass plus any replacement fees.

**Renewal of Pass:**

Passes are NOT renewable.