

POLICY
RHODE ISLAND SCHOOL FOR THE DEAF
BOARD OF TRUSTEES

LIBRARY CIRCULATION POLICY

Description of Library

The Rhode Island School for the Deaf is a non-residential state-supported school for deaf and hard-of-hearing students from preschool through high school. The Library Media Center (LMC) is centrally located in the school building, easily accessible to all students and staff members.

Description of Holdings

The School for the Deaf collection contains over 16,000 print and non-print items and 2,163 ebooks. Follett Destiny Discover library catalog is available on patron accessible computers and bookmarked in students' chromebooks favorite bar. The following databases are available: BrainPop/Jr, Newsela, Reading A-Z, and Science A-Z. The library contains a DVD collection, five periodical subscriptions pertaining to Deaf studies and Deaf Life, and a unique collection of resources for the Deaf, including American Sign Language DVDs and books. Through Destiny Discover Collections, the librarian has curated resources that support teacher requests, student learning, ASL Storytelling, and a variety of topics that support the curriculum.

RI School for the Deaf is a member of RILINK, which allows interlibrary loan of library materials between members. RILINK is a cooperative effort by Rhode Island school librarians sharing their resources through an interactive web-based network. Students and teachers at RILINK member schools use the network to find information, browse their own library's resources, and request books or other items from other member libraries. Currently, over 200 school libraries in 33 districts share their resources and expertise to provide better service to their more than 110,000 students and teachers. RILINK serves over 65% of Rhode Island K-12 students, including students in 11 charter/private schools as well as at the Family Literacy Center in Lincoln. Through RILINK and its online web-based network, students and teachers have access to more than two million books and audiovisual items, as well as curriculum resources in the Open Educational Resources database (OER). Through the statewide Library of Rhode Island (LORI) network, they also have access to the books and other resources in Rhode Island public and academic libraries. If what is needed can't be found in Rhode Island, the Office

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of Library and Information Services (OLIS) Interlibrary Loan Clearinghouse will forward their requests throughout the entire library world, through the OCLC catalog and interlibrary loan system.

RI School for the Deaf has access to Ocean State Libraries material through an Office of Library Information Science (OLIS) library card.

Library Patrons

The primary users of the library are:

- students
- teachers
- staff
- students' families
- students and staff from RILINK members (Interlibrary Loan)

Services

Services available to school patrons include:

- curate online resources
- interlibrary loan (ILL)
- circulation of materials
- reference assistance
- reading advisory
- access to a copy machine
- six computers with internet access
- one dedicated computer for the online library catalog

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Circulation Procedures

1. Checkout procedure

No overdue fines are charged. If the librarian is present, he/she will scan items out on the computer. If the librarian is absent or away from the desk, patrons will enter their names and the bar code numbers of each item on a sign-out sheet available at the desk.

2. Lost Items

Lost or damaged items will be charged a replacement fee. If for financial reasons, a student is unable to provide the fee, the student will accept responsibility and work in the library instead of paying the fee.

3. Circulation Rules

If elementary or middle school students must present a note giving permission to borrow Young Adult Material.

Staff may borrow 50 books for 30 days and renew items three times.

Kindergarten through Grade 3 may borrow two books for one week and renew one time.

Grades 4 and older may borrow up to five books for two weeks and renew any items three times.