

POLICY  
RHODE ISLAND SCHOOL FOR THE DEAF  
BOARD OF TRUSTEES

LIBRARIES OF RHODE ISLAND (LORI)  
and INTER-LIBRARY LOAN

**Service Policy**

- The Rhode Island School for the Deaf (RISDeaf) Library is open to RISDeaf students and staff and is not open to the public.
- Rhode Island School for the Deaf (RISDeaf) students, staff members, and parents/guardians can borrow all items that are part of our regular circulation.
- There are no overdue fines.
- Lost or significantly damaged materials must be paid for at the cost of replacement.
- Interlibrary loan requests can be placed by RISDeaf patrons through the library staff.

**Interlibrary Loan**

- All items in circulation are available for interlibrary loan.
- Interlibrary loan requests will be filled at the discretion of the school librarian.
  - RISDeaf has an ASL and Deaf collection. Due to the rarity of its items, requests for these items will be reviewed on an individual basis.
- Local patron hold requests take precedence over interlibrary loan requests for the same item.
- Items that are specifically reserved for in-library or classroom use are temporarily excluded from interlibrary loan as needed. Some items in RISDeaf ASL and Deaf Collection are excluded due to the rarity of item and frequency of use by RISDeaf patrons.
- An individual patron can request a maximum of one item at one time.
- ILL requests will be filled (or declined) as quickly as possible.
- There are no interlibrary loan fees or overdue fines.
- Lost or significantly damaged items must be paid for at the cost of replacement. In certain circumstances, a replacement copy may be accepted.
- An item borrowed through interlibrary loan has a 35 day loan period and can be renewed one time unless a hold has been placed upon the item.

**Library Hours:** 8:00 AM - 3:00 PM

**Contact:** Chris Masiello, Librarian [cmasiello@rideaf.net](mailto:cmasiello@rideaf.net)