Library Services Overview

The Dennis J. Picard Multimedia Research Center offers a safe, organized, and smoothly functioning environment through which quality print, electronic, and equipment loans serve the entire La Salle community and beyond. The Library is fully compliant with the American Library Association’s (ALA) Bill of Rights in making its collections available to all regardless of race, gender, religion, national origin, political affiliation or physical characteristics.

Two professional librarians and one part-time assistant comprise the staff which serves the entire La Salle Academy community as well as the citizens of RI via LORI and RILINK consortia membership and their respective interlibrary loan programs. Library staff members are committed to providing courteous and quality service to all patrons whether for the purpose of research support and instruction, recreational or informational reading, and/or equipment loans. Information and resources are made available without judgment in a timely fashion both within and beyond the community on a daily basis.

The confidentiality rights of all library patrons are respected at all times according the ALA Code of Ethics, and service to our patrons takes precedence over internal library business and communications.

In addition to material loans, the La Salle Academy Library offers programs such as the LSA Student Book Club and the Good Books Good Company Book Club during the academic year. Visit our Homepage @ http://lasalle-academy.libguides.com/home to learn more about these programs and to access information about our print, electronic, and instructional resources.

Approved by:

[Signature]
Brother Thomas Gerrow, FSC
President, La Salle Academy
Representing the La Salle Academy Board of Trustees

Date: 2/10/16
Loan Policies

The La Salle Academy Community:

LIBRARY CARDS
A student, faculty, or staff ID card serves as a library card. Students may replace lost cards by reporting to the Student Life Office and paying $5.00.

LOAN PERIODS & POLICIES
Books and print periodicals circulate for a period of 2 weeks
Print titles can renewed for up to 2 additional weeks
Cameras are on loan for 4 days (unless there is a hold placed on the equipment)
Chromebook, Kindle, and calculator loans are made by the period each day (*dependent on availability)
Projector loans are made for a period of 24 hours

EXCEPTIONS
If a hold has been placed on a print or equipment item, it may not be renewed.
During periods of heavy demand, the renewal of a specific title may be denied.
The most current issues of our circulation periodical collection do not circulate.
Reference titles do not circulate (free copies of articles are provided upon request).
Camera equipment loans are restricted to students enrolled in the Photography Class.

RETURNS
A Book Drop is located to the right of the Circulation Desk for print materials.
All equipment loans must be personally made to the librarians at the Circulation Desk.

OVERDUE FINES & REPLACEMENTS
Books & Periodicals: $.05/day
Equipment: $1.00/day
Lost/damaged items & containers: Full replacement cost required
Interlibrary Loan Policies and Procedures

OVERVIEW

The Interlibrary Loan service dramatically expands La Salle Academy's ability to reciprocally enhance library service and the availability of resources both within and beyond our community. The Dennis J. Picard Multimedia Research Center is an active member of the LORI Network and RILINK consortia and adheres to the LORI standards and RILINK guidelines for the purpose of Interlibrary Loan policies and procedures. This includes all communication, fines, and replacement protocols. As with the circulation records of all participating libraries, Interlibrary Loan requests are confidential. [See: RILINK Guidelines- http://guides.rilink.org/ILL/RILINKpolicy and LORI Standards- http://www.olis.ri.gov/network/standards/index.php].

La Salle Academy’s collections are available to all OSL and RILINK members and the La Salle Librarians are committed to providing a prompt response to all Interlibrary Loan requests. Material requests will be filled and shipped to the patron via the library making the request on their behalf on the next delivery pick up day of the week. Other inquiries will be responded to via fax or email. The only exceptions are state and federal holidays and/or periods when the school community is on vacation or during summer breaks. See School Calendar.

Likewise, regular requests are made on behalf of La Salle Academy patrons. Students and faculty members have been instructed as to how to independently borrow RILINK materials. All other loan requests require librarian support and are carried out in this order and with the support of the La Salle Academy librarians: 1) OSL members; 2) college and university libraries participating in the HELIN consortium; and if necessary 3) the OLIS ILL Clearinghouse.

ITEMS & LOAN PERIOD

28 day loan period. Renewals approved unless item is on hold for another patron.
Circulating books & periodicals
DVD and CDs
Limited photocopies of copyrighted materials

EXCEPTIONS: LA SALLE ACADEMY ITEMS NOT ON LOAN VIA ILL

Cameras, Projectors, and E-Readers
Reference Materials

REPLACEMENT OF LOST OR DAMAGED ILL ITEMS

The La Salle Academy Library is responsible for the safety of the borrowed ILL material until it is picked up by the patron. At that point, the patron is responsible for any damage to the original item. The patron will be responsible for the replacement costs if an item is damaged or lost. The owning library’s lending period will be honored and the La Salle Academy librarians will communicate with the lending library any issues that may develop including damage and inquiries related to replacement cost.

URL to Library Services & Policies Page: http://lasalle-academy.libguides.com/policies