COMMUNITY COLLEGE
OF RHODE ISLAND

POLICY MANUAL

POLICY TITLE: 3.14.2 – Library Card Policy

EFFECTIVE: 2/1/13

A. POLICY STATEMENT:

1. CCRI students, faculty, and staff with a valid CCRI ID and who are in good standing may have their ID activated as a CCRI Library Card. The card may be used to borrow material from CCRI and the other HELIN member libraries, to request Interlibrary Loans, and to access the library's subscription resources from off campus.

2. CCRI faculty and professional staff may apply for a CRIARL card. The CRIARL card may be used to borrow material from the CRIARL member libraries. Some restrictions may apply.

3. Rhode Island residents over 18 years of age may apply for a special borrower's card. A photo ID with current Rhode Island address is required as proof of residency. The special borrower's card may be used to borrow material from CCRI, RIC, and URI. Some restrictions may apply.

4. Library and CRIARL cards are activated, issued, or renewed for a period of time not to exceed one year.

5. HELIN Consortium members with a valid institutional ID/library card and who are in good standing may use their card to borrow CCRI library material. Some restrictions may apply.

B. DEFINITIONS:

1. CRIARL – Consortium of Rhode Island Academic and Research Libraries, a group of 19 academic and research libraries

2. Good standing – individual has no outstanding obligations (i.e., billed items) to any of the HELIN member libraries

3. HELIN – Higher Education Library Information Network, a group of 22 academic and special libraries

4. Interlibrary Loan – material requested/borrowed from a library outside the HELIN Consortium

C. PROCEDURES:

Detailed procedures, as needed, to implement this policy will be developed and maintained by the Library.

D. POLICY APPLIES TO:
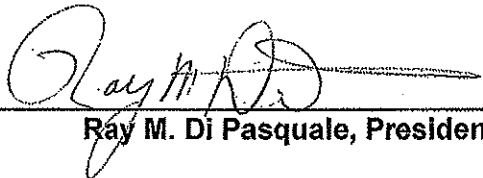
All library users

E. EXCEPTIONS:

All exceptions to this policy must be approved by the Dean of the Library.

F. RESPONSIBLE DEPARTMENT:

The Library (Access Services/Reference) will implement and maintain this policy.

G. APPROVED:

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Ray M. Di Pasquale, President

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Date