

Richmond Memorial Library	
Manual Name: Library Policy Manual	Date Effective: 8/15/23
Section: Circulation Policy	Date Created/Revised: 1/12/09; 8/12/13; 12/8/14; 2/13/17;8/14/23

To check out library materials, patrons must present a valid NIOGA library card in good standing or show photo ID and proof of address matching their existing account. This does include your library card on the NIOGA app.

Resident Library Cards

Resident library cards may be issued free-of-charge to residents of Genesee, Orleans and Niagara counties and to those who work, own property or attend school within the borders of the Batavia City School District.

Photo ID with name and current street address must be presented to apply for a card or to replace a lost card. When primary residence within Genesee, Orleans or Niagara counties is not established, additional proof of working, attending school or owning property within the borders of the Batavia City School District is required.

Children may be issued resident cards and their replacements when they:

- Can sign their own name AND
- Can establish their identity and residency in the manner described above or in the presence and under the supervision of a parent or legal guardian who can do so.
- If the parent’s (or legal guardian’s) library card is blocked because it exceeds maximum fines, fees, over dues or items claimed returned, then no card shall be issued to a minor until the parent’s card is cleared of restrictions.
- It is not the policy of the Library to decide to which ideas individual children should be exposed, therefore parents need to help their children select materials. Parents may request that a minor child may be limited from borrowing all video recordings and video games. The limit is lifted at the request of the parent or when the child reaches the age of 18 years. Requests to limit juvenile borrowing of selected media will be indicated in writing on the Library card application form.

Non-resident Library Cards

Non-resident library cards may be purchased by adults for an annual fee of \$40.00 (for 12 months) or a quarterly fee of \$12.00 (for 3 months) in accordance with the terms of the *Borrowing Policy for Non-Residents*.

Institutional Library Cards

Institutional library cards may be issued to schools, daycare centers and other agencies that partner with the library in support of its mission in accordance with the terms of the *Borrowing Policy for Organizations*. A proper picture ID with current address is required.

Replacement Cards

Fees for lost cards are \$1.00 for each replacement.

Loan Periods, Renewals, Requests, Limits

- Most library materials (books, audiobooks, music CDs, periodicals) circulate for a three-week loan period.
- DVDs circulate for a two-week period; new DVDs circulate for one week

- Cake pans, kits and games circulate for a one-week loan period.
- DVDs are limited to 10 per library card.
- All materials may be renewed twice unless the item is on a waiting list.
- Materials may be renewed in person, by phone or online.
- Materials may be requested in person, by phone or online.

Fines and Fees

Richmond Memorial Library is fine-free, so overdue fines are not charged for Richmond materials. Other NIOGA libraries are still charging fines, so please note where your item is from when checking out materials using Interlibrary Loan.

Lost or damaged materials will be charged the library's full recorded retail price as cataloged or the full retail replacement cost if not cataloged. Material exchanges are not accepted in lieu of payment.

Borrowing privileges are suspended when library fees exceed \$5.00.

Fines may be reduced up to 50% by the Library Director for extenuating circumstances such as hospitalization, theft, fire, flood, etc. A written request and supporting documentation must be supplied by the patron.

Lost items found within one year of payment will be refunded by check on the next available library board warrant. Refunds for found materials will be made in full unless the item is returned damaged.

Approved by Board: 8/14/23	
-------------------------------	--