

<p><b>POLICY</b></p>	<p>SECTION: 5.1.a</p> <p>SUBJECT: Library Card Registration</p>
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Customers residing in the City of Richmond and surrounding counties are eligible to register for a library card (card and key tag) free of charge upon furnishing the required identification. The library card may be used interchangeably at all public libraries in the City of Richmond.

- **A customer with a valid Richmond Public Library card may also present a valid, up-to-date, picture ID to check out materials. Staff must verify address and phone before checking out materials.**
- **A child who does not have his/her card in hand may give library staff name, address, phone, parent/guardian name, and birth date. If this information corresponds to the information in the borrower record, children may check out materials. If the child cannot provide this information, then the parent or guardian must be present.**
- **There will be no note made on the customer's record that a picture ID has been used for checkout. There is no limit to the number of times a customer may use a picture ID to check out materials.**
- The duration of a library card is one year from the registration date.
- The library provides the initial library card free of charge. If a card is lost or stolen, the customer must show a picture ID and pay \$1.00 replacement fee for another library card.

The following jurisdictions are the surrounding counties whose residents are eligible to register for a library card free:

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|---------------------|---------------------|----------------------|
| Charles City County | Henrico County      | Powhatan County      |
| Chesterfield County | Hopewell City of    | Prince George County |
| Dinwiddie County    | King William County | Williamsburg City of |
| Goochland County    | New Kent County     |                      |
| Hanover County      | Petersburg City     |                      |

Every registration for a library card is to be signed in the presence of a library employee at the library. An exception is sometimes made in the case of applicants who fill out and sign applications when a library representative visits their school. By completing a registration each adult and/or child's guardian acknowledges he/she is responsible for the use of his card, for materials charged upon it, for all fines incurred, and for the loss, processing fee and damage of the materials charged upon it.

When a customer applies for a library card, he/she is entered as an Adult, Young Adult or Juvenile customer in the circulation system. Customers borrowing materials for the first time shall be **limited to 2 items for adults and 2 items for children**. A first time borrower is one who has no library card from the Richmond Public Library and who has no record on the circulation system of previously having a card.

Generally one member of a family is not deprived of the privilege of borrowing library books because another member has a delinquent record. Exceptions are made in extreme cases of delinquency, the handling of which is left to the discretion of the Branch Manager or Circulation Department Head.

### Additional Library Card Types:

#### Business Card

Cards issued to companies or organizations that would like to register for a library card. The request must be submitted in writing on company/business letterhead and must include the names of the individuals in the organization who are authorized to use the card. The number of authorized users should be **limited to six**. One person must be designated as responsible for library materials and this individual must sign the letter of request and will be required to fill in the standard library registration form.

The business card is usually kept on file at the circulating agency and only the persons listed on the request letter will be permitted to borrow materials after presenting identification. Established circulation procedures will be followed. It is the responsibility of the business to keep the list of authorized users current, and to see that all materials are returned in accordance with library policy.

1. Businesses requesting books and materials must have a business card on file. Borrowing privileges are in accordance with established Business Card rules. Businesses are limited to 20 items in materials checked out, in accordance with our computer system policy.
2. Businesses or Agency appointee must be responsible for transport of materials to and from the library.
3. The Agency appointee may receive help in selection from subject area librarians or the Collection Development Librarian with advance notice as time and personnel permit.
4. Arrangements for supplemental materials for the business/agency must be made through the Collection Development Librarian in accordance with circulation procedures and library book selection policy.

#### Fee Card

Temporary cards issued to nonresidents who live outside the City of Richmond and surrounding counties at a cost of \$15.00. The duration of a fee card is one year.

#### Deposit Card

Cards issued to nonresidents who live outside the City of Richmond and surrounding counties at a cost of \$25.00 who needs borrower's privileges for 90 days. When the card is surrendered, the borrower will receive a refund of \$20.00 providing all materials have been returned and fines paid.

#### Guest Card

Cards issued to visitors who are not eligible for a free library card and who want to use a PC only. This card expires in 30 days. When this card expires, the borrower must show proof of a local address or purchase a Fee or Deposit Card in order to continue computer use privileges.

#### Cards for residents of temporary shelters

Residents of temporary shelters may apply for library cards. Verification of residency of at least two months must be presented in the form of a letter, on agency letterhead, from the director of the shelter in which the applicant resides. A card



may be issued with a limit of two (2) books for as long as this patron is registered at this address. Enter as unverified, adding note: Temporary resident/2 Item Limit.

**\* A Deposit Card may be issued if the patron wishes more than two items at a time: Limit four (4).**

Angel House	3110 Garland
Capital Area Residential Center	7 North 2 <sup>nd</sup> Street
Caritas Family Shelter	410 East Franklin Street PO Box 25790
Caritas House	1925 Grove Avenue
Center for Prenatal Addiction	217 West Grace Street
Clara Adult Home	1638 West Grace Street
Daily Planet	517 West Grace Street
Elk Hill Group Home	3802 Chamberlayne Avenue
Emergency Shelter Inc. (ESI)	PO Box 5222 2 East Main Street 11 West Main Street
Freedom House	1201 Hull Street
Good Samaritan	2307 Hull Street
Harriet Tubman House	3900 West Broad Street
Human Resources, Inc.	917 & 919 West Grace Street
Men's Program	1109 Bainbridge Street
Oasis Home	1519 & 1521 Jefferson Davis Highway
Oasis House Children's Services	2918 Chamberlayne Avenue
Offender Aid & Restoration (OAR)	1 North 3 <sup>rd</sup> Street
Richmond After-care	2825 Rady Street
Richmond Community Diversion Incentive	932 West Franklin Street
Richmond Women's Detention Center	7 North 2 <sup>nd</sup> Street
Rubicon, Inc.	1300 Mactavish Avenue 1411 Bainbridge Street
Rubicon Men's Treatment	1700 Front Street
Rubicon Women's Treatment	2825 Rady Street
Safe Haven	1509 Porter Street
Salvation Army Family Services	2 W. Grace Street
Salvation Army Rehab Center	2601 Hermitage Road
St. Joseph's Villa	8000 Brook Road
Stepping Stone Group Home	2506 Grove Avenue
The Healing Place	700 Dinwiddie Avenue
United Methodist Family & Children Services	3900 West Broad Street
Women's Program	1109 Bainbridge Street
YWCA	6 North 5 <sup>th</sup> Street

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