

**POLICY**

SECTION: 5.2.a

SUBJECT: Library Card Renewal

Richmond Public Library patrons with an up-to-date library card can checkout library material. Library cards must be renewed annually to verify that information in the computer database is correct.

If patron's record is clear (no unpaid fines, lost books, etc.) that patron should be VERIFIED without requiring patron to furnish proof of address. New or changed information should be verified and entered in Borrower Services. If patron's record is not clear, patron must pay off all fines, fees, etc. to a \$4.99 balance before card is renewed.

Adopted: April 20, 2005
Revised: May 2007