	# RICHMOND PUBLIC LIBRARY Title: Library Card Renewal Policy Policy Number: <u>05.02</u> Revised Date: <u>07/23/2025</u>

Richmond Public Library patrons with an up-to-date library card may check out library material. Regular status library cards have no expiration date, but user information will be verified for accuracy on a yearly basis.

If patron's record is clear (no unpaid fees, 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.

The following special status library cards have expiration dates:

- Regular Card: with 3-years of inactivity

- e-Card: with 1-year of inactivity

- Fee Card: 1-year (expiration manually entered)

- Youth Card (Age 17 and younger) expires when cardholder turns 18

Approved: April 20, 2005
Revised: May 2007
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