



RICHMOND PUBLIC LIBRARY

Title: Loan Period and Renewal of Materials Policy

Policy Number: 05.04 Revised Date: 07/23/2025

Richmond Public Library's resources are limited and in great demand by the public.

Items eligible for renewal of checkout can be renewed for four additional loan periods if another patron has not requested the item (placed a hold on the item).

Patrons may renew items in person, online at www.rvalibrary.org, and by telephone during Regular public service hours.

A patron will need to provide the following information when renewing materials:

- Automatic Renewals: Items may be renewed automatically by the integrated library system at the due date. Notification is made electronically.
- In Person: Provide identification through either a library card, picture ID, the item to be renewed, or other items being returned.
- Telephone: Provide identification through either the library card number or the item ID number of the item to be renewed.
- On-line: Library card number and PIN.

Approved: September 2005
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