



## **RICHMOND PUBLIC LIBRARY**

Title: Library Cards – Alternate Form of Library Card Policy

Policy Number: 05.09

Revised Date: 07/23/2025

### **Checking Out Materials with Alternate ID, Without Library Card:**

- 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.
  - Examples of valid picture ID are drivers license, student ID, passport, work ID.
- A customer with a valid Richmond Public Library card may also present the Library card number on a Smart Phone to check out materials.
- A patron who does not have his/her card in hand may give library staff sufficient information to verify their identity. This may include their name and birth date, parent/guardian name, address, phone. If this information corresponds to the information in the borrower record, the patron may check out materials. If the patron cannot provide sufficient information, then the request may be denied.
- There is no limit to the number of times a customer may use a picture ID to check out materials.

---

Approved: February 2012  
Reviewed: November 20, 2017  
Revised: July 23, 2025