



RICHMOND PUBLIC LIBRARY

Title: Library Card Registration Policy

Policy Number: 05.01 Reviewed Date: 03/2026

Issuing Library Cards:

Patrons residing in the City of Richmond and surrounding counties (see list below) are eligible to register for a library card free of charge upon furnishing the required identification. The library card may be used interchangeably at all public libraries in the City of Richmond.

- The library provides library cards free of charge.
- The Library Card does not expire however the card may be removed from the system if inactive for more than 3 years.

By completing a registration each adult and/or child's guardian/parent acknowledges that they are responsible for the use of his/her card, for materials charged upon it, for all fees incurred, and for the loss, processing fee, and damage of the materials charged upon it.

Every registration for a library card is to be signed. Acknowledgement and responsibility for all library policies for lending is confirmed on the electronic application or by signature of the back of the library card.

Eligibility for Free Library Cards:

Residents of the City of Richmond, and residents of the following additional jurisdictions are eligible to register for a free library card at Richmond Public Library:

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

Employees of the City of Richmond are also eligible to register for a free library card, regardless of residence, upon showing their current City of Richmond photo identification badge.

Registration:

When a patron applies for a library card, he/she is entered as an Adult, Young Adult, or Juvenile customer in the circulation system.

Adult Registration: Adult registrants must present proof of residency in the City of Richmond or in the jurisdictions indicated above at the time of registration. One form of identification must be provided: (1) Picture identification card with current address must be provided, OR (2) Picture identification card plus another document with the current address on it (one example is a utility bill) is required for adults. Proof of address can be provided in print or digital form.

The following are examples of acceptable documents:

Photo identification from an official source:

- Valid Driver's License or Valid Virginia ID Card
- Military Identification
- Passport

Proof of residential address:

- Checks with names and address printed on them
- Utility bill in your name
- DMV Address Verification Postcard
- Virginia Voter's registration card
- Cancelled mail in your name and address dated within the last 30 days
- Employment or Insurance ID with address

Registrants who use a Post Office Box as a primary address must still show proof of a current home address.

Youth Registration: Children and young adults age 17 and under are eligible for a library card.

Young Adult Registration: Ages 14 and older can apply for their own card if they have a current photo ID, such as a current Virginia Driver's license or learner's permit, provisional license or school-issued ID. Otherwise, a parent or guardian 18 years or older must accompany them and present current photo ID and sign the library card to accept the responsibility for materials borrowed or any charges incurred on a young adult's card.

Juvenile Registration: Ages 13 and under must be accompanied by a parent or legal guardian 18 years or older to apply for a library card. The parent or guardian must show a current photo ID, sign the library card to accept the responsibility for materials borrowed or any charges incurred on a child's card.

Additional Library Card Types:

Fee Card: Nonresidents living outside the City of Richmond and its surrounding counties may obtain a one-year Fee Card for \$15.00. These cards must be applied for in-person.

e-Card: Richmond Public Library e-Cards

Available through our website at www.RVALibrary.org, the e-Card provides Richmond residents and those eligible in surrounding counties with immediate, remote access to our digital collection.

What You Can Do with an e-Card:

- **Borrow & Stream:** Access electronic books, audiobooks, magazines, videos, and music.
- **Online Resources:** Use premium research databases and learning tools.
- **Place Holds:** Reserve digital materials remotely.

Terms of Use:

- **Validity:** The e-Card is valid for 3 months. If the e-Card is not converted into a regular card it will expire and holds and electronic content will also expire.
- **Conversion:** To maintain uninterrupted service, your e-Card must be converted to a regular library card within 3 months. This allows RPL to verify residency within our service area.

Business Card: Local organizations and businesses may apply for a library card by submitting a request on company letterhead. The letter must list all authorized users and be signed by a designated responsible party. This individual will complete a standard registration form and oversee all card activity. Standard circulation rules apply.

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