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| <b>Richmond Memorial Library</b>  |   |
| Manual Name:<br>Library Policy Manual   | Date Effective:<br>8/15/23                          |
| Section:<br>Circulation Policy-Non-Residents  | Date Created/Revised:<br>11/10/14; 2/13/17; 8/14/23 |
| <p>Richmond Memorial Library will issue library cards to a non-resident for an annual fee of \$40.00 (for 12 months) or a quarterly fee of \$12.00 (for 3 months).</p> <p>A non-resident is defined as an individual who:</p> <ul style="list-style-type: none"> <li>• Does not reside or own property in Genesee, Niagara or Orleans counties.</li> <li>• Does not work or attend school in the City of Batavia.</li> <li>• Wishes to access the Richmond Memorial Library’s circulating collection.</li> </ul> <p>Non-residents requesting to purchase a Richmond Memorial Library card must:</p> <ul style="list-style-type: none"> <li>• Show valid picture identification and proof of address.</li> <li>• Agree to the Richmond Memorial Library policies and rules governing borrowing services as written on the <i>Richmond Memorial Library Application for Library Card and Computer/Internet Use</i>.</li> <li>• Submit payment with completed library card application.</li> </ul> <p>The non-resident Richmond Memorial Library card will become active on the date the card is issued; renewals will be for one year (or one quarter) from the date the card was issued or previously renewed.</p> <p>To renew a purchased non-resident Richmond Memorial Library card the patron must:</p> <ul style="list-style-type: none"> <li>• Have no outstanding balances on their current card.</li> <li>• Submit the annual or quarterly payment at the time of renewal.</li> <li>• Update previously submitted library card information.</li> </ul> |   |
| Approved by Board:<br>8/14/23   |   |