

Richmond Memorial Library	
Manual Name: Library Policy Manual	Date Effective: 2/10/26
Section: Circulation-Organizations	Date Created/Revised: 12/8/14; 2/13/17; 8/14/23; 2/10/26

Circulation Guidelines for Organizations

The Richmond Memorial Library may create institutional library cards for itself to use in support of standard library operations, such as internal training, public demonstrations and the reservation and circulation of library system materials for library programs. These cards will not accrue fines or fees.

Institutional library cards may also be issued to schools, daycare centers and other agencies located within the boundaries of the Batavia City School District that partner with the library in support of its mission. These accounts may not reciprocate with other libraries in the NIOGA system.

The institutional card for partner organizations will be issued to a designated individual cardholder who has been authorized, in a formal letter from a Principal, Director, President or Chief Executive on institutional letterhead, to transact with the library on behalf of the organization, including the ability to clear the organization's late fees and fines for lost and damaged materials. Additional authorized users may be added. All authorized users will be required to show a valid photo ID if they do not have the physical library card. It is the responsibility of the organization to manage authorized users by communicating with the library.

Loan Periods, Renewals, Requests, Limits

- Most library materials (books, audiobooks, music CDs) will circulate for a six-week loan period (compared to three weeks for individual cardholders).
- DVDs, games, kits and cake pans will circulate for a three-week loan (compared to one week for individual cardholders) and are NOT subject to the 10 per library card limit.
- Hotspots and Chromebooks are NOT subject to the "one per household" rule.
- All materials can be renewed twice unless the item is on a waiting list.
- Materials may be renewed and/or requested in person, by phone or online by members of the organization, but will be checked out only to the designated cardholder.
- Materials checked out on the Batavia City School District cards can be sent directly through the school district's delivery system.
- Materials checked out to other local partnering organizations can be delivered by library staff as time permits.

Overdue Fees

- Richmond Library no longer charges overdue fines. If you are requesting books from other NIOGA libraries, please be sure to check the item's location for the lending library and check their policies for overdue fees.
- Lost or damaged materials will be charged the library's full recorded retail price as cataloged. Material exchanges are not accepted in lieu of payment except under extenuating circumstances as approved by the Library Director.
- Borrowing privileges are suspended when overdue fees exceed \$50.00 (compared to \$5.00 for individual cardholders) and are restored when payment is received in full.
- Extenuating circumstances may be expanded on when considering the organization, e.g. weather closings and/or issues with library staff picking up materials on promised return date.

Other Considerations

Internet privileges will not be granted on organization cards.

Approved by Board: 2/10/26