

Richmond Memorial Library	
Manual Name: Library Policy Manual	Date Effective: 2/10/2026
Section: Computer & Internet Use Policy- Visitors	Date Created/Revised: 4/18/05, 11/14/11, 2/13/17, 2/10/2026

Computer and Internet Use Policy for Visitors

The Richmond Memorial Library will provide Internet computer guest passes for visitors who:

- Do not reside or own property in Genesee, Niagara or Orleans counties (the service area of the Nioga Library System).
- Do not work or attend school in the City of Batavia.
- Do not anticipate using the Richmond Memorial Library on a regular basis over an extended period of time.

Visitors requesting to use the Internet must:

- Show valid picture identification with a current address outside of the Nioga Library System.
- Agree to the *Richmond Memorial Library Computer and Internet Use Policy*.

Visitors may have one guest pass per day, but may request one extension of one hour for their computer session. This extension must be requested before the first session expires. Users are expected to keep track of the time remaining on their session. Any additional request for visitor computer usage is at the discretion of the library director or reference librarian on duty.

Those needing access to library computers on a regular basis over an extended period of time will be provided with information to sign up for a library card.

Approved by Board: 2/10/2026	
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