

Richmond Memorial Library	
Manual Name: Library Policy Manual	Date Effective: 4/8/2025
Section: Circulation- Temporary Library Card Policy	Date Created/Revised: 1/14/2025, 4/8/2025

Temporary Library Card Policy

Richmond Memorial Library will issue temporary library cards for a period of three months to those unable to provide valid photo ID and/or documentation of a permanent fixed home address.

Those requesting a temporary card must:

- Show proof of temporary address in Genesee County in combination with a form of ID:
 - Proof of temporary address may include documentation from the Department of Social Services, residential facilities or other recognized community agencies in Genesee County.
 - Forms of ID may include any identifier with the person's name, i.e. mail, expired photo ID, benefit card. In some cases, documentation from county agencies may be used in lieu of ID.
- Agree to the Richmond Memorial Library policies and rules governing borrowing services as written on the Richmond Memorial Library Application for Library Card and Computer/Internet Use.

The temporary Richmond Memorial Library card will become active on the date the card is issued for a period of three months. To renew a temporary card, the patron must:

- Provide updated documentation from a recognized agency with current temporary address.
- Have no outstanding balances on their current card.
- Provide any updated contact information.

Borrowing guidelines for temporary cards:

- The temporary card may only be used at Richmond Memorial Library.
- Only items owned by Richmond Memorial Library may be borrowed on temporary cards (no Inter-Library Loan).
- Items may be borrowed for the usual lending period specific to that item.
- A limit of 6 items may be borrowed at one time.
- Patron will have access to public computers and e-resources provided by the library.
- Richmond Memorial Library does not charge fines for late items. However, items not returned will convert to a lost status, which will result in a blocked card until the item is returned or paid for.

At such a time that a permanent home address is established and a valid photo ID can be provided, the patron may receive a library card in accordance with the Resident Library Card Circulation Policy.

Approved by Board: 4/8/2025