

RICHMOND MEMORIAL LIBRARY  
"Your Community Connection"

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19 Ross Street, Batavia, NY 14020  
585-343-9550 585-344-4651 (fax)

## **Borrowing Materials Policy**

To check out library materials, patrons must present a valid Nioga library card in good standing, or show photo ID and proof of address matching their existing account.

### **Resident Library Cards**

Resident library cards may be issued free-of-charge to residents of Genesee, Orleans and Niagara counties, and to those who work, own property, or attend school within the borders of the Batavia City School District.

Photo ID with name and current street address must be presented to apply for a card, or to replace a lost card. When primary residence within Genesee, Orleans, or Niagara counties is not established, additional proof of working, attending school, or owning property within the borders of the Batavia City School District is required.

Children may be issued resident cards and their replacements when they:

- can sign their own name, and
- can establish their identity and residency in the manner described above, or in the presence and under the supervision of a parent or legal guardian who can do so.

### **Non-resident Library Cards**

Non-resident library cards may be purchased by adults for an annual fee of \$40.00 (for 12 months), or a quarterly fee of \$12.00 (for 3 months), in accordance with the terms of the Borrowing Policy for Non-Residents.

### **Institutional Library Cards**

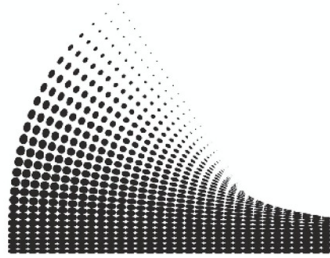
Institutional library cards may be issued to schools, daycare centers, and other agencies that partner with the library in support of its mission, in accordance with the terms of the Borrowing Policy for Organizations.

### **Replacement Cards**

Fees for lost cards are \$1.00 for each replacement.

### **Loan Periods, Renewals, Requests, Limits**

- Most library materials (books, audiobooks, music CDs ) circulate for a three-week loan period.
- DVDs, cake pans, kits, and games circulate for a one-week loan period.
- DVDs are limited to 10 per library card.
- All materials may be renewed twice unless the item is on a waiting list.
- Materials may be renewed in person, by phone, or online.



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**Fines and Fees**

Overdue fines are \$.20 a day per item, with a maximum fine of \$5.00 per item.

Lost or damaged materials will be charged the library's full recorded retail price as cataloged, or the full retail replacement cost if not cataloged. Material exchanges are not accepted in lieu of payment.

Borrowing privileges are suspended when overdue fees exceed \$5.00.

Fines may be reduced up to 50% by the Library Director for extenuating circumstances such as hospitalization, theft, fire, flood, etc. A written request and supporting documentation must be supplied by the patron.

Lost items found within one year of payment will be refunded by check on the next available library board warrant. Refunds for found materials will be made in full minus any overdue fees accrued on the materials.

Approved by Library Board of Trustees (1/2009)  
Amended (8/12/13 & 12/08/14 & 2/13/2017)