



RICHMOND MEMORIAL LIBRARY
"Your Community Connection"

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

Borrowing Policy for Non-Residents of the Richmond Memorial Library

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).

A non-resident is defined as an individual who:

- does not reside or own property in Genesee, Niagara or Orleans counties.
- does not work or attend school in the city of Batavia.
- wishes to access the Richmond Memorial Library's circulating collection.

Non-residents requesting to purchase a Richmond Memorial Library card must:

- Show valid picture identification and proof of address
- 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*.
- Submit payment with completed library card application.

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.

To renew a purchased non-resident Richmond Memorial Library Card the patron must:

- Have no outstanding balances on his/her current card.
- Submit the annual or quarterly payment at the time of renewal.
- Update previously submitted library card information.

Amended by Library Board of Trustees 11/10/14 & 2/13/2017