

RICHMOND MEMORIAL LIBRARY
"Your Community Connection"

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

Borrowing Policy 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 shall 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 shall 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.

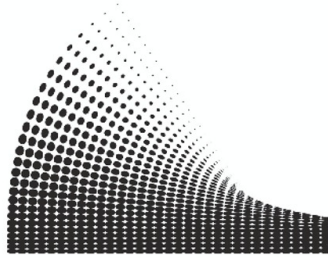
Loan Periods, Renewals, Requests, Limits

- 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.
- 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 Batavia City School District's 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

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. Material exchanges are not accepted in lieu of payment.



RICHMOND MEMORIAL LIBRARY
"Your Community Connection"

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

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, eg 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.

*Adopted by Library Board of Trustees 12/08/14
Revised 2/13/2017*