



Richmond County Public Library

LIBRARY CARD APPLICATION

Section I. General Requirements:

- A. Persons under the age of 16 must have a parent or guardian with a valid Virginia DMV (Virginia Department of Motor Vehicles) issued ID in order to apply for a public library card.
- B. Persons over the age of 16 who wish to apply for a public library card must have a valid Virginia DMV issued ID in order to apply for a public library card.
- C. All applicants must be a resident of the Commonwealth of Virginia and show proof of address.
- D. Patrons who receive a public library card are financially responsible for library materials in their possession.
- E. Please return all completed applications to the Richmond County Public Library located within the Rappahannock Community College Warsaw Campus. All applicants must show a valid DMV issued ID in order to receive a public library card.

Richmond County Public Library
52 Campus Drive
Warsaw, Virginia 22572

Section II. Terms of Use:

- A. Borrowing Materials:
 - These periods and limits on check-outs apply:
 - Circulating Books: 4 week loan, limit 2 renewals.
 - New Fiction Books: 2 week loan, no renewals if there are holds, if there are no holds, then limit 1 renewal.
 - DVDs: 1 week loan, no renewals if there are holds, if there are no holds, then limit 1 renewal.
 - Audiobooks (books on CD): 4 week loan, limit 2 renewals
 - Interlibrary Loan Materials: limits and lending periods are determined by the lending library.
- B. Accessing Online Resources:
 - Patrons who receive a public library card will have access to:
 - Overdrive
 - Tumblebook Library
 - Mango Languages
 - NoveList Plus
 - Zinio
 - The Online Library Catalog
 - Find it Virginia
- C. Public Use Computers:
 - The Richmond County has 10 public use (eight desktops and two laptops) computers designated for public internet access. Patrons do not need a library card to access the internet.



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D. Library Fines:

- The Richmond County Public Library does not collect fines for overdue materials. All patrons are responsible for returning materials by their due dates. All patrons are responsible for maintaining the physical condition of each library material (including those with multiple parts). If items are not returned in a timely manner, patrons will be charged a replacement fee appropriate for the material borrowed.

Section III. Personal Information:

A. Applicant:

Last Name		First Name		Middle Name
Date of Birth		Gender		
Street			City	State
Zip	County of Residence			
Home Phone		Mobile Phone		
Email Address		Preferred Method of Contact		

DMV Identification number (STAFF USE ONLY)

B. Parent or Guardian (if applicant is under 16):

Last Name		First Name		Middle Name
Date of Birth		Gender		Relation to Applicant
Street			City	State
Zip	County of Residence			
Home Phone		Mobile Phone		
Email Address		Preferred Method of Contact		

DMV Identification Number (STAFF USE ONLY)



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Section IV. Privacy Statement: The information provided in this application will be used for your personal identification and will not be disclosed to any other party unless your permission has been given. The Richmond County Public Library uses your DMV Identification for collection purposes through the Virginia Set-off Debt Program.

By checking this box I acknowledge that the information provided in the application is true. I have read the General Requirements, Terms of Use, and Privacy Statement and understand that my privacy will be protected and I will accept the implications should materials not be returned.

Applicant Signature	Date

Parent or Guardian Signature (if applicant is under 16)	Date

All applications must be turned in to Richmond County Public Library. All applicants must show a valid DMV issued ID at the time turned in in order to receive a public library card.

For additional information or questions about this application please contact Richmond County Public Library (804)-333-6710.

STAFF USE ONLY	
Approved by:	Date
STAFF MEMBER NAME:	