



**POLICY**

**SECTION: 5.4.a**

**SUBJECT: Renewal of Materials**

Richmond Public Library's resources are limited and in great demand by the public.

Items eligible for renewal of checkout can be renewed for four additional loan periods if another patron has not requested the item (placed a hold on the item).

Patrons may renew items in person and by telephone during regular public service hours, and may renew items online 24 hours via the library's website at <http://www.richmondpubliclibrary.org/>.

A patron will need to provide the following information when renewing materials:

- In –person: provide identification through either library card, picture ID, the item to be renewed, or other items being returned
- Telephone: provide identification through either library card number, or item ID number of the item to be renewed
- On-Line: library card number and PIN

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**Approved: September 2005**  
**Reviewed: January 2012**