

Special Borrower Policies

The University of Richmond Libraries are open for use by members of the University and by the general public. While the campus libraries' first concern is to provide adequate collections and services to students, faculty, and staff at the University, they also provide some access to members of the general public who cannot find the specialized material they need elsewhere. Many electronic resources are not available to the general public. Signs are posted regarding such access and library staff members are also available for questions. Access to U.S. government information in any format is available for the general public.

Borrowing privileges apply only to circulating collections (books, audiobooks and audiocassettes, and music materials) and to special categories of users described in this brochure. Periodicals do not circulate. Special services (study rooms, interlibrary loan, media equipment, curriculum materials, DVDs, and video) are only available to UR students, faculty, and staff.

Special Borrower Regulations

As a University of Richmond Libraries Special Borrower, please adhere to the following regulations regarding the use and circulation of library materials:

1. The privilege of borrowing materials belongs only to the individual registered. Please do not expect to check out materials for friends or members of your family or loan them your card.
2. The loan period for circulating material is 28 days. Two renewals may be granted if there is not a hold on the material.
3. Please return materials on time. Fees will be assessed for damaged and lost items. Those who do not return overdue materials within 20 days may have borrowing privileges suspended.
4. Borrowing privileges are usually extended for one year for the general public, alumni, faculty/staff spouses and children, and Friends of the Library. Application for renewal may be made at any campus library circulation desk.

Questions?

Call the library's Information and Assistance desk at 289-8876 or email library@richmond.edu.

*Library is only open to current students, staff and faculty due to COVID-19. Special Borrowers can request curbside pickup for books.



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User Type	Card Fee	Items Out	Item Renewals	Special Notes
General Public Residents (18 and older) residing in the Richmond metropolitan area and surrounding counties. Valid ID required.	\$25 per year \$5 card replacement fee	Ten	Two	Circulating books may be borrowed.
High School Students Privileges for students who have exhausted resources at their high school or public library. Must have a signed permission slip from high school librarian <u>or</u> their classroom teacher and a parental signature.	No fee	Five	One	Circulating books may be borrowed. Privileges expire at the end of the academic year on June 30.
RALC Student, Faculty, or Staff (Richmond Academic Library Consortium) Students must have signed RALC slip.	No fee	Ten	Two	Faculty and staff must have valid ID from home institution. Books and audiobooks may be borrowed.
VIVA Universal Borrowers	No fee	Ten	Two	All borrowers must have a valid ID from their participating home institution. Books and audiobooks may be borrowed.
Alumni Graduates of UR are eligible.	No fee \$5 card replacement fee	Ten	Two	Books and audiobooks may be borrowed.
Friends of the Library Eligible to receive a Friends of the Library (FOL) card.	Included in membership \$5 card replacement fee	15	Two	DVDs, CDs, and music scores may be checked out with a valid FOL ID card. Only five may be checked out at a time.
Retired UR Faculty and Staff Eligible for borrowing privileges.	No fee			Faculty and staff retain University ID and borrowing privileges.
Faculty/Staff Spouses and Children Eligible with UR spouse or family ID.	No fee	Ten	Two	Spouse and dependent children (ages 12-23) must apply for UR ID card in the OneCard Office in the Heilman Dining Center.
Osher Member Eligible with UR ID.	Included in membership	Unlimited	Three	DVDs and audiobooks may be checked out with UR ID. May access library databases off campus . May print from public computers.
Educators/Public Librarians (Public School Educators and Librarians in Richmond & Vicinity) Must present valid school or library ID	No fee	Ten	Two	Books and audiobooks may be borrowed.