



City of Virginia Beach

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DEPARTMENT OF PUBLIC LIBRARIES

Policies

Title: Check Acceptance	Policy Number: VBPL-POL-0003
Effective Date: November 30, 2013	Date of Revision: August 29, 2017

1.0 Acronyms

- CVB – City of Virginia Beach
- VBPL – Virginia Beach Public Library

2.0 Required Information

A. Checks must have the following information pre-printed on the check:

- Name
- Current address
- Current telephone number

The customer is responsible for adding or updating the required information which does not appear on the check. VBPL reserves the right to return to the customer any check which does not have the required information. Starter checks or counter checks will not be accepted.

B. Checks are to be made payable to Treasurer, CVB.

C. A picture ID is required for all checks, such as a valid driver's license or military ID.

3.0 Verification

VBPL staff accepting the check are to write the customer's VBPL card number on the check and initial the front of the check verifying that all required information on the check is correct.

4.0 Returned Checks

Returned checks nullify all fee-based VBPL privileges. Privileges to participate in any program or at a VBPL location for which there is a charge, will be canceled until full payment is received.

A \$35.00 service fee is charged for each returned check. The customer may not write a check to any City agency for one year from the date the check was returned.

VBPL reserves the right to not accept checks from customers with multiple returned checks.

Approved by:

Eva Poole, Director of Libraries