



~~LIBRARY CARD~~ REGISTRATION POLICY

~~March 14, 2016~~ May 14, 2018

Resident library cards for Rapid City and Pennington County residents are valid for ~~up to~~ two years from date of issue. Computer access cards are valid for one year from date of issue. Cards for non-residents are valid for the term selected at the time of purchase (up to one year). ~~In the event that~~ If the contract for county services terminates, county residents will be notified that their cards will expire on the date of the contract termination.

~~The person applying for and receiving a library card is~~ Cardholders are liable for materials checked out to ~~that their~~ card; the card should not be loaned to others, and if lost or stolen, the cardholder should report that loss to library staff as soon as possible.

Resident library cards are available to individuals who provide proof of a physical residence in Rapid City or Pennington County. ~~Such proof~~ Proof includes ~~would be~~ documentation that one resides at, owns or ~~leases-rents~~ property in the city or county, or that one receives mail, at no cost, at a local agency that assists individuals who are homeless or living in transitional housing. Patrons residing at locations generally known to be temporary physical residences ~~are eligible for~~ may receive a resident card ~~either after~~ by providing proof of their residence lasting 180 days or longer within an annual period; ~~or, they may purchase a non-resident card, and may be eligible for a refund after providing proof of their residence lasting 180 days or longer.~~ by providing a deposit for the annual library card registration fee as outlined in the Loan Periods, Fines and Fees Policy. Such a deposit will be refunded each year after a patron has provided proof of a physical residence lasting 180 days or longer. Post Office boxes, personal mailbox services and commercial mail service addresses may be used as a mailing address but do not constitute verification of a physical address.

A photograph will be taken at the time of registration; such photos are confidential, as is all patron registration information. Inclusion of the photos will:

1. Help prevent the use of lost or stolen library cards;
2. Assist staff in identifying and serving patrons who have forgotten their cards;
3. Aid location of patrons in case of an emergency.

RESIDENT CARDS

City or County residents 16 years or older must present ~~one each of the following to obtain a resident library card:~~

- Photo ID and ~~verification of a current physical residence in Rapid City or Pennington County~~
- ~~• verification of a current physical residence in Rapid City or Pennington County~~

City or County residents 15 years old and younger:

- Responsible party over the age of 18 must be present to sign library card application.
- Responsible party over the age of 18 must present photo ID and verification of a current physical residence in Rapid City or Pennington County ~~verification of a current physical residence as listed above.~~

~~Homebound Patrons~~ Home delivery – an individual residing within the city or county with physical barriers to library service

- 6-week checkout
- No overdue fines

Institutional Patron – agencies and businesses within the city or county, including assisted living, retirement, and childcare facilities. (See the [Outreach Services Policy](#))

- 6-week checkout
- No overdue fines
- ~~Bill for lost materials sent to i~~stitution is financially liable for lost or damaged materials

Library Staff

- No overdue fines

NON-RESIDENT CARDS

Non-residents 16 years old and above:

- Photo I-D- and address verification required
- ~~Persons who do not qualify for a resident library card may obtain a card for a~~ Payment of a non-resident fee required, as outlined in the [Loan Periods, Fines and Fees Policy](#).

Non-residents 15 years old and younger:

- Responsible party over the age of 18 must be present to sign ~~library card~~ application.
- Responsible party over the age of 18 must present photo ID and verification of a current physical residence, as listed above.
- Payment of a non-resident Fee as outlined in the [Loan Periods, Fines and Fees Policy](#).

COMPUTER ACCESS CARDS

For use of the library's public access computers; no checkout privileges permitted.

- Name and birth date required
- No physical card issued

CARD RENEWALS

- Non-resident library cards will be renewed for the term of purchase; resident library cards will be renewed for two years.
- Verification of current physical residence will be required before a card is renewed.
- Accrued fines and fees must be paid down to a level that unblocks the card

- The parent and/or guardian may renew cards for all family members ~~when renewing his/her card so that the expiration dates are all the same. One of the adults needs to provide the card numbers of the family members in order to update all the cards.~~

CARD REPLACEMENT

- ~~Replacement cost is charged for a lost card, as~~ Lost card replacement cost is outlined in the [Loan Periods, Fines and Fees Policy](#)
- ~~The patron must present a~~ photo I.D. or photo on file, date of birth, and verification of residential address, ~~as outlined above-~~ is required to replace a card

Revised ~~April 9~~ May 14 ~~March 14, 2018~~ 6

Previously Revised [March 14, 2016](#); January 11, 2016; December 14, 2015; September 8, 2014; July 8, 2013; reviewed October 2012; Revised October 21, 2010; July 15, 2010; December 9, 2009; June 14, 2006; April 2006; January 2005; November 12, 2003, RCPL Board of Trustees