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Date: May 14, 2018  
To: Library Board of Trustees  
From: Pat Jones, Policy Committee Chair  
Re: Registration policy revisions

Date: May 7, 2018  
To: Pat Jones, Policy Committee Chair  
From: Terri Davis, Library Director  
Re: Registration policy revisions

**Motion:** Approve revisions to the Registration Policy as presented.

**Background:** Three distinct revisions are recommended for the Registration policy:

1. Adding photos to the patron record. Use of photos is becoming a common identification practice in medical offices, retail outlets, and with city offices such as the Swim Center. Adding photos to patron records can help:
  - a. Prevent the use of lost or stolen library cards which could create liabilities for overdue or missing materials;
  - b. Staff to identify and serve the needs of patrons who have forgotten their cards but need to check out materials;
  - c. Staff quickly locate patrons in case of an emergency, such as using a child's photo to find children who become separated from their parent or caregiver.

Per the City Attorney's office, there are no prohibitions to adding photos; such photos would be confidential, as are all identifiable library records. Webcams can be purchased for approximately \$35, which would be the only cost impact for this initiative. Implementation would be done on a gradual basis, with new registrations, renewals, and as possible with current records.



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2. Adding a new patron class for Computer Use. This classification would allow use of the library's public computers, but would not allow check-out privileges.
  - a. Up to 200 one-time use computer guest passes are issued daily
    - i. Removing staff intervention gives patrons more seamless access to the library's computers
    - ii. Library staff can focus on addressing other patron inquiries
    - iii. One-time use guest passes waste paper and often result litter left in the computer area
  - b. This patron class would be functional for adults and children; physical cards would not be issued, and there would be no cost impact.

Implementation of the Computer Use cards and phasing out of the guest passes would likely take place over a 1-2 month period.

3. The remaining revisions are recommended for clarification and simplification.



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