



DOWNTOWN LIBRARY
610 QUINCY ST. | RAPID CITY, SD 57701 | 605.394.4171

NORTH PARTNER LIBRARY
10 VAN BUREN ST. | RAPID CITY, SD 57701 | 605.716.4098

RAPIDCITYLIBRARY.ORG



Date: July 9, 2018
To: RCPL Board of Trustees
From: Pat Jones, Policy Committee Chair
Re: Loan Periods, Fines and Fees Policy

Date: July 3, 2018
To: Pat Jones, Policy Committee Chair
From: Sean Minkel, Assistant Director
Re: Loan Periods, Fines and Fees Policy

Motion: Approve changes to the Loan Periods, Fines and Fees Policy as presented.

Background: Updates to the policy include:

- Overdue fines have been updated so that maximum fines and daily fines are consistently \$5.00 and \$.25 respectively. Multiple studies have shown that overdue fines have little or no effect on the prompt return of materials. Instead, they may serve as a barrier to service that impacts the poorest sections of the community first.
- Item replacement and 3D printing costs have been updated to more accurately reflect the cost of materials and staff time.
- Large format printing costs have been added. This will allow the library to provide printing for items such as banners and posters. The price was conservatively estimated based on the costs for ink, paper and maintenance and is comparable with local printing costs. It may need to be adjusted after additional experience with public large format printing.
- Checkouts of electronic devices require a valid photo ID to be left at the desk. This is to prevent the loss of expensive hardware such as laptops and has worked well during the trial period.
- Loan period and overdue exceptions for home delivery, institutional and staff patrons have been moved from the Outreach Policy as this is a more appropriate location for that information.
- Issues that may prevent renewal have been clarified.
- The section on third party checks has been removed as it is already standard city practice.

All other changes were made for clarification.