



LOAN PERIODS, FINES AND FEES POLICY

Updated July ~~10, 2017~~, 2018

	Loan Period * (limit of 99 items unless otherwise noted)	Renewal* up to the number indicated	Daily Fine	Maximum Fines per Item	Holds	Replacement Costs or Damaged Material Fees
<i>Donations of the exact item in new condition (DVDs and video games must be sealed) may be accepted in lieu of replacement fees. Replacement cost includes processing fees.</i>						
Adult and Young Adult Books	3 weeks	6 renewals of 3 weeks	\$0.25	\$8.00 <u>\$5.00</u>	Yes	<ul style="list-style-type: none"> • Hardcover, \$30 <u>\$35.00</u> • Trade paperback, \$20 <u>\$25.00</u> • Mass market paperback, \$10 <u>\$15.00</u>
Reference	1 week	None	\$0.25	\$8.00 <u>\$5.00</u>	Yes	MSRP/List Price**
South Dakota Collection	3 weeks	6 renewals of 3 weeks	\$0.25	\$8.00 <u>\$5.00</u>	Yes	• MSRP/List Price**
Lucky Day Collections	3 weeks	None	\$0.25	\$8.00 <u>\$5.00</u>	No	<ul style="list-style-type: none"> • Hardcover, \$30 <u>\$35.00</u> • Trade paperback, \$20 <u>\$25.00</u>
Literacy Council Materials	Unlimited	Unlimited	N/A	N/A	Yes	• Actual replacement cost, paid to <u>Any payments for materials are passed through to</u> the Literacy Council
Magazines	1 week	2 renewals of 1 week	\$0.25	\$8.00 <u>\$5.00</u>	No	• \$8.00
ILL (Limit of 4 at a time per patron)	According to lending library	As allowed by lending library	\$1.00	\$8.00 <u>\$5.00</u>	N/A	• Actual <u>Replacement</u> cost as specified by lending library
Youth Books (picture books, beginning-to-read, J fiction and non-fiction, board books)	3 weeks	6 renewals of 3 weeks	\$0.25	\$8.00 <u>\$5.00</u>	Yes	<ul style="list-style-type: none"> • Picture books, BTR, Junior fiction and non-fiction, \$15.00 • Board books, \$10.00

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Readalongs	3 weeks	6 renewals of 3 weeks	\$0.25	\$8.00 <u>\$5.00</u>	Yes	• \$15.00
Books to Go (book discussion bags)	6 weeks	1 renewal of 6 weeks	\$1.00 <u>\$0.25</u>	\$8.00 <u>\$5.00</u>	Yes	<ul style="list-style-type: none"> • Single hardcover, \$30<u>\$35.00</u> • Single paperback, \$20<u>\$25.00</u> or <ul style="list-style-type: none"> • Entire bag, \$175<u>\$225.00</u>
Storybags, Teenbags, Parentbags, Kids bags <u>Bagged Collections</u> (Adventure Bags, Experience Bags, Parenting Bags, Story Bags)	3 weeks	6 renewals of 3 weeks	\$1.00 <u>\$0.25</u>	\$8.00 <u>\$5.00</u>	Yes	\$175.00 per bag; or, cost <u>MSRP/List Price**</u> for individual missing item(s)
Books on CD	3 weeks	6 renewals of 3 weeks	\$0.25	\$8.00 <u>\$5.00</u>	Yes	\$35 <u>\$40.00</u>
DVDs	1 week / limit 10 at a time	6 renewals of 1 week	\$1.00 <u>\$0.25</u>	\$8.00 <u>\$5.00</u>	Yes	\$25.00
Board Games	2-3 weeks	3-1 renewals of 2-3 weeks	\$0.25	\$8.00 <u>\$5.00</u>	Yes	MSRP/ <u>List Price</u> Cost** _
Video Games	1 week / limit 2 at a time	1 renewal of 1 week	\$1.00 <u>\$0.25</u>	\$8.00 <u>\$5.00</u>	Yes	MSRP/List Price** _
Electronic Devices for checkout	3 weeks	1 renewal of 3 weeks	\$1.00 <u>\$0.25</u>	\$8.00 <u>\$5.00</u>	Yes	MSRP/List Price** _
Electronic Devices – in-library use only	3 hours – may be used by patrons age 16-18 or older <u>with valid photo ID</u>	None	\$5.00 per hour	\$35.00 <u>\$5.00</u>	No	MSRP/List Price** _
Streaming content	Loan period & limits determined	According to vendor	N/A	N/A	No	N/A

	Loan Period * (limit of 99 items unless otherwise noted)	Renewal* up to the number indicated	Daily Fine	Maximum Fines per Item	Holds	Replacement Costs or Damaged Material Fees
	by publisher or studio					
eBooks	7-day, 14-day, or 21-day, as determined by patron	According to vendor	N/A	N/A	Yes	N/A
Exceptions by Patron Type						
Home Delivery	<u>6 weeks</u>	1 renewal of 6 weeks	<u>N/A</u>	<u>N/A</u>	<u>As indicated above</u>	<u>As indicated above</u>
Institutional	<u>6 weeks</u>	1 renewal of 6 weeks	<u>N/A</u>	<u>N/A</u>	<u>As indicated above</u>	<u>As indicated above</u>
Staff	<u>As indicated above</u>	<u>As indicated above</u>	<u>N/A</u>	<u>N/A</u>	<u>As indicated above</u>	<u>As indicated above</u>

* ~~Please note that renewals may not be permitted if due to be blocked because of:~~

- ~~a) Holds on that material~~
- ~~b) Overdue fines that exceed \$10~~
- ~~c) Library card blocked for other reasons, including expired cards or accounts requiring address or ID verification.~~

~~Items checked out to the card that are two weeks or more overdue~~

~~** Manufactured-Manufacturer's Suggested Retail Price (MSRP) or List Price from library vendors at time of replacement.~~

REFUNDS

~~Any refunds made will be issued through the library's Business Office or the Circulation Front Desk.~~

Refunds will be issued for lost and paid materials that are returned in usable condition with the receipt showing payment for these materials. Refunds of less than \$50 will be made from the downtown library. For refunds over \$50, ~~the refund will be processed through the city billing system, and~~ a check will be mailed to the patron within 45-60 days.

Refunds ~~will be issued~~ for meeting room rentals by for-profit groups will be given only with seven days' prior notice.

No refunds will be given ~~are not issued~~ for non-resident library ~~Pennington County~~ cards, for Friends of the Library merchandise, or for the vending machines.

3rd party checks will not be accepted as a form of payment towards fines or fees.

FEE DEFINITIONS

Item	Definition	Cost	Policy
Card replacement		\$2.00	Library registration policy
Returned checks	From Rapid City Code	\$25.00	Ordinance 9.04.010
Photocopies and printouts	Public photocopy machines	Copies-Letter or legal size, \$0.15 per 8½ x 11" page; Ledger size, \$0.30 per 11x17" page; large format, \$5.00 per linear foot	
3D Printer Objects	Public 3D printers	Regular filament, \$0.15-20 per gram-for regular filament; Flexible filament, \$0.20-25 per gram-for flexible filament	
Stamps	Individual or book of 20 postage stamps-or Individual postage stamps	Current face value-	
Meeting room	After & Before Library Hours: Individuals or groups (both non-profit and for-profit) must pay a flat fee at the time of reservation for the use of a meeting room to be used after or before library hours.	Meeting Room A: \$35 Hoyt room: \$55 Meeting Room B: \$85 All other library venues: \$150	Meeting Room policy
	Private interest and for-profit groups are charged an hourly fee for use of meeting rooms.	Meet Room A: \$50/hr. Hoyt Room: \$60/hr. Meeting Room B: \$75/hr.	Meeting Room policy
Non-Pennington Countyresident Cards	Patrons residing outside Pennington County limits	\$90.00 per card per year or \$7.50 per card per month.	
Test Proctoring	Staff-facilitated proctoring of tests	\$20.00 for non-card holders	
Interlibrary loans	Fees assessed only if the lending library charges	Varies, depending upon lending library	Interlibrary Loan policy

* [Please note that renewal may be blocked because of: Holds on that material!](#)

- a) ~~Overdue fines that exceed \$10~~
- b) ~~Blocked library card for other reasons (address block, mailed card, expired card etc.)~~
- c) ~~Items checked out to the card that are two weeks or more overdue~~

Revised July ~~10, 2017~~, [2018](#)

Previous revisions: [July 10, 2017](#); February 13, 2017, March 14, 2016, January 11, 2016, July 13, 2015, April 13, 2015; March 9, 2015; November 17, 2014; July 14, 2014; June 9, 2014; May 12, 2014; February 10, 2014; November 8, 2013; July 13, 2013; December 10, 2012; November 9, 2012; July 9, 2012; May 14, 2012; November 17, 2011; July 21, 2011; March 17, 2011; September 16, 2010; March 10, 2010; November 12, 2009; December 11, 2008; May 10, 2006; October 19, 2005; July 13, 2005; March 9, 2005; August 13, 2003