



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: Registration Policy

Date: July 3, 2018
To: Pat Jones, Policy Committee Chair
From: Sean Minkel, Assistant Director
Re: Registration Policy

Motion: Approve the changes to the Registration Policy as presented.

Background: The following changes to the registration policy are recommended to both ensure that we have accurate identity information and to work responsibly with patrons who want family members to retrieve materials for them.

- Cardholders may designate one authorized user for their account. This is often requested by individuals picking up holds or other items for their family members and helps in cases when an individual may be unable to visit the library
- The age requirement for an adult card has been changed to 18. This complies with the age at which a person may legally enter a contract. Existing youth accounts with outstanding materials will not be affected
- Responsible parties for youth accounts must also obtain a library card. This change will help to ensure that we have accurate contact information and reduce the likelihood of duplicate accounts for youth patrons
- Registration requirements for home delivery and institutional patrons have been moved from the Outreach Policy as this is a more appropriate location for that information. The related loan period and fees information has been moved to the Loan Periods, Fines and Fees Policy
 - If the Registration and Loan Periods, Fines and Fees policy changes are adopted, the Outreach Policy will be eliminated
- To ensure accurate identification, all library cards require a date of birth be given; this is also necessary for appropriately changing from youth to adult classifications
- If a person registers for a card but has fines at another Black Hills Library Consortium library, that person must clear their fines and fees at that library before being registered at RCPL

All other changes were made to clarify the language used.