



DOWNTOWN LIBRARY
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Date: April 8, 2019
To: Rapid City Public Library Board
From: Pat Jones, Policy Committee Chair
Re: Loan Periods, Fines and Fees Policy

Date: April 3, 2019
To: Pat Jones, Policy Committee Chair
From: Sean Minkel, Assistant Library Director
Re: Loan Periods, Fines and Fees Policy

Motion: Move to approve updates to the Loan Periods, Fines and Fees policy as presented.

Background: The Loan Periods, Fines and Fees policy describes the checkout, renewal, overdue and replacement costs of items which patrons may borrow. Additionally, it identifies the fines and fees associated with library services such as printing, meeting rooms and the makerspace. Major changes included in this update include:

- Removal of overdue fines for all children's materials
- Implementation of automatic renewals
- Addition of a \$10 administrative fee for collection accounts

Removing fines for children's materials supports the library's strategic plan by promoting early childhood and family literacy skills. Fines create a barrier to service for families that are unable to afford the risk of late returns. While the library world has debated overdue fines in general, this change is recommended due to the possibility for a positive impact it can have on early childhood literacy. If approved, it would result in the removal of \$19,600 of existing fines (\$2,782 is currently outstanding for 2019) and allow over 500 adult and children's accounts to access library services again. Replacement costs will still be charged for lost materials.

Automatic renewals are recommended as a convenience enhancement for all patrons. While this will simplify the renewal process, it will also reduce some staff time spent helping patrons. The changes to the length and number of renewals are intended to reduce time waiting for holds on popular items while also bringing the total time that patrons may have items checked out to a more reasonable level.

Lastly, the addition of a \$10 fee for accounts sent to collection is a cost recovery measure, which takes into account the staff time and the service cost.