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Date: April 8, 2019  
To: Rapid City Public Library Board  
From: Pat Jones, Policy Committee Chair  
Re: Notices Policy

Date: April 3, 2019  
To: Pat Jones, Policy Committee Chair  
From: Sean Minkel, Assistant Library Director  
Re: Notices Policy

**Motion:** Move to approve an update to the Notices Policy to include information on notices to Home Delivery and Institutional accounts.

**Background:** The Notices Policy describes the frequency, type and processes used for delivering notices to patrons for due dates, holds, invoices and expirations.

The addition of an exclusion for the first and final overdue notices for home delivery and institutional accounts clarifies how notices are handled and allows for the removal of the Outreach Services Policy. These accounts do not receive overdue notices because they are already exempt from overdue fines and typically belong to patrons or institutions serving patrons with a barrier preventing access to library services. Essentially, they are dependent upon the library for the delivery and retrieval of materials and it therefore makes little sense to notify them that their materials are overdue.