



**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

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

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

**Motion:** Move to approve changes to the Registration Policy clarifying institutional cards.

**Background:** Institutional cards are provided to agencies within Rapid City and Pennington County whose clients are unable to utilize library services without assistance. As the institution itself is responsible for any lost or damaged material and the applicant for such services may vacate their position at any time, the recommended changes encourage more frequent updates. Additionally, as institutional cards are often used by multiple employees of the institution, an annual renewal will provide a more current list of the institution's authorized users.

The information regarding institutional and home delivery patrons on the registration policy was also duplicated in the Outreach Policy which is now recommended for removal.