



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

Date: July 1, 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 covers the fines and fees associated with library services such as printing, meeting rooms and the makerspace.

The updates to this policy include pricing for vinyl cutting and laser engraving in the library makerspace.

After reviewing other similar libraries, it was found that the vast majority charge for the materials used. Patrons who bring in their own compatible materials may utilize the library's equipment at no cost. As a result, it is recommended that the fees for vinyl cutting and laser engraving be clarified to show a charge for materials costs. In the case of laser engraving, a \$1.00 surcharge for each piece of material sold is recommended to cover shipping and maintenance costs.