



LOAN PERIODS, FINES AND FEES POLICY

July 8, 2019

	Loan Period (limit of 99 items unless otherwise noted)	Automatic Renewal* (up to the number indicated)	Daily Fine	Maximum Fines per Item	May Place Holds	Replacement Costs or Damaged Material Fees
<i>Donations of the exact item in new condition (DVDs and video games must be sealed) may be accepted in lieu of replacement fees. Replacement cost includes processing fees.</i>						
Adult and Young Adult Books	3 weeks	3 renewals of 2 weeks	\$0.25	\$5.00	Yes	<ul style="list-style-type: none"> • Hardcover, \$35.00 • Trade paperback, \$25.00 • Mass market paperback, \$15.00
Reference	1 week	None	\$0.25	\$5.00	Yes	<ul style="list-style-type: none"> • MSRP/List Price**
South Dakota Collection	3 weeks	3 renewals of 2 weeks	\$0.25	\$5.00	Yes	<ul style="list-style-type: none"> • MSRP/List Price**
Lucky Day Collections	3 weeks	None	\$0.25	\$5.00	No	<ul style="list-style-type: none"> • Hardcover, \$35.00 • Trade paperback, \$25.00
Literacy Council Materials	Unlimited	Unlimited	N/A	\$5.00	Yes	<ul style="list-style-type: none"> • Actual replacement cost, paid to the Literacy Council
Adult and Young Adult Magazines	1 week	2 renewals of 1 week	\$0.25	\$5.00	No	<ul style="list-style-type: none"> • \$8.00
Children's Magazines	1 week	2 renewals of 1 week	\$0.00	\$0.00	No	<ul style="list-style-type: none"> • \$8.00
ILL (Limit of 4 at a time per patron)	According to lending library	As allowed by lending library	\$1.00	\$5.00	N/A	<ul style="list-style-type: none"> • Replacement cost as specified by lending library

	Loan Period (limit of 99 items unless otherwise noted)	Automatic Renewal* (up to the number indicated)	Daily Fine	Maximum Fines per Item	May Place Holds	Replacement Costs or Damaged Material Fees
Children's Materials (picture books, beginning-to-read, J fiction and non-fiction, board books, books on CD, story bags and readalongs)	3 weeks	3 renewals of 2 weeks	N/A	N/A	Yes	<ul style="list-style-type: none"> • Picture books, BTR, Junior fiction and non-fiction, \$15.00 • Board books, \$10.00 • Readalongs, \$15.00 • Books on CD, \$40 • Story Bags, \$175.00 per bag; or, MSRP/List Price** for individual missing item(s)
Books to Go (book discussion bags)	6 weeks	1 renewal of 6 weeks	\$0.25	\$5.00	Yes	<ul style="list-style-type: none"> • Single hardcover, \$35.00 • Single paperback, \$25.00 or • Entire bag, \$225.00
Bagged Collections (Adventure Bags, Experience Bags, Parenting Bags)	3 weeks	3 renewals of 2 weeks	\$0.25	\$5.00	Yes	\$175.00 per bag; or, MSRP/List Price** for individual missing item(s)
Adult & Young Adult Books on CD	3 weeks	3 renewals of 2 weeks	\$0.25	\$5.00	Yes	\$40.00
Adult and Young Adult DVDs	1 week / limit 10 at a time	3 renewals of 1 week	\$0.25	\$5.00	Yes	\$25.00
Children's DVDs	1 week / limit 10 at a time	3 renewals of 1 week	N/A	N/A	Yes	\$25.00
Board Games	3 weeks	1 renewal of 2 weeks	\$0.25	\$5.00	Yes	MSRP/List Price**
Video Games	1 week / limit 2 at a time	1 renewal of 1 week	\$0.25	\$5.00	Yes	MSRP/List Price**

	Loan Period (limit of 99 items unless otherwise noted)	Automatic Renewal* (up to the number indicated)	Daily Fine	Maximum Fines per Item	May Place Holds	Replacement Costs or Damaged Material Fees
Electronic Devices for checkout	3 weeks	1 renewal of 2 weeks	\$0.25	\$5.00	Yes	MSRP/List Price**
Electronic Devices – in-library use only	3 hours – may be used by patrons age 18 or older with valid photo ID	None	\$5.00 per hour	\$5.00	No	MSRP/List Price**
Streaming content	Determined by publisher or studio	According to vendor	N/A	N/A	No	N/A
eBooks	7-day, 14-day, or 21-day, as determined by patron	According to vendor	N/A	N/A	Yes	N/A
Exceptions by Patron Type						
Home Delivery	6 weeks	1 renewal of 6 weeks	N/A	N/A	As indicated above	As indicated above
Institutional	6 weeks	1 renewal of 6 weeks	N/A	N/A	As indicated above	As indicated above
Staff	As indicated above	As indicated above	N/A	N/A	As indicated above	As indicated above

* Renewals may not be permitted due to:

- a) Holds on that material
- b) Overdue fines that exceed \$10
- c) Library card blocked for other reasons, including expired cards or accounts requiring address or ID verification.

**Manufacturer's Suggested Retail Price (MSRP) or List Price from library vendors at time of replacement.

REFUNDS

Refunds will be issued for lost and paid materials that are returned in usable condition with the receipt showing payment for these materials. Refunds of less than \$50 will be made from the library. For refunds over \$50, a check will be mailed to the patron within 45-60 days.

Refunds for meeting room rentals will be given only with seven days' prior notice.

No refunds will be given for non-resident library cards, for Friends of the Library merchandise, collection agency fees, or for the vending machines.

FEE DEFINITIONS

Item	Definition	Cost	Policy
Card replacement		\$2.00	Library registration policy
Returned checks	From Rapid City Code	\$25.00	Ordinance 9.04.010
Photocopies and prints	Photocopy machines	Letter or legal size, \$0.15 per page; Ledger size, \$0.30 per page; large format, \$5.00 per linear foot*	
3D Printer Objects	3D printers	Regular filament, \$0.20 per gram Flexible filament, \$0.25 per gram	
Vinyl Cutter Projects	Vinyl cutter	Material Cost: \$1.00 per 6 inch by 12 inch section of vinyl*; \$2.00 per 12 inch by 12 inch section of vinyl*; \$0.15 per page of cardstock	
Laser Engraving Projects	Laser engraving and cutting	Material Cost: Actual cost of materials as provided by library vendors, plus \$1.00 per piece.	
Stamps	Individual or book of 20 postage stamps	Current face value	
Envelopes	Individual envelopes	\$0.15	

Meeting room	After & Before Library Hours: Individuals or groups (both non-profit and for-profit) must pay a flat fee at the time of reservation for the use of a meeting room to be used after or before library hours.	Conference Room: \$35 Hoyt room: \$55 Community Room: \$85 All other library venues: \$150	Meeting Room policy
	Private interest and for-profit groups are charged an hourly fee for use of meeting rooms.	Conference Room: \$50/hr. Hoyt Room: \$60/hr. Community Room: \$75/hr.	Meeting Room policy
Non-resident Cards	Patrons residing outside Pennington County	\$90.00 per card per year or \$7.50 per card per month.	
Test Proctoring	Staff-facilitated proctoring of tests	\$20.00 for non-card holders	
Interlibrary loans	Fees assessed only if the lending library charges	Varies, depending upon lending library	Interlibrary Loan policy
Collection Agency Fee	Fee assessed when patron accounts are submitted to a collection agency.	\$10.00 per account submission	

* For the purposes of cost calculation, all items will be rounded up to the nearest defined increment.

Revised July 9, 2018

Previous revisions: July 10, 2017; February 13, 2017, March 14, 2016, January 11, 2016, July 13, 2015, April 13, 2015; March 9, 2015; November 17, 2014; July 14, 2014; June 9, 2014; May 12, 2014; February 10, 2014; November 8, 2013; July 13, 2013; December 10, 2012; November 9, 2012; July 9, 2012; May 14, 2012; November 17, 2011; July 21, 2011; March 17, 2011; September 16, 2010; March 10, 2010; November 12, 2009; December 11, 2008; May 10, 2006; October 19, 2005; July 13, 2005; March 9, 2005; August 13, 2003