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Date: October 14, 2019  
To: Rapid City Public Library Board  
From: Pat Jones, Policy Committee Chair  
Re: Registration Policy

Date: October 7, 2019  
To: Pat Jones, Policy Committee Chair  
From: Sean Minkel, Assistant Library Director  
Re: Registration Policy

**Motion:** Move to approve updates to the Registration Policy as presented.

**Background:** The Registration Policy defines the registration and renewal requirements for all types of library accounts available at RCPL.

A section regarding fines and fees at other Black Hills Library Consortium libraries was moved and updated to both make this requirement more prominent and to remove the potential for patrons to be blocked for owing less than the already defined limits in policy.

A statement on address verification through Rapid City's geographic information system was added to indicate how addresses are verified to be within the service area.

Language referring to a responsible party was changed to parent or guardian to more clearly indicate that persons taking responsibility for a minor should be acting in a formal role. For example, an older relative may sign up a child, but only when they have guardianship. This language is intended to discourage instances where a child is signed up for a library card without parental knowledge. The City Attorney's office was involved in the discussions regarding this change.

All other changes are intended to clarify language.