



# REGISTRATION POLICY

October 14, 2019

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Resident library cards for Rapid City and Pennington County residents are valid for two years from date of issue. Computer access accounts and institutional cards are valid for one year from date of issue. Cards for non-residents are valid for the term purchased (up to one year). If the contract for county services terminates, county residents will be notified that their cards will expire on the date of the contract termination.

Cardholders are liable for materials checked out to their card; the card should not be loaned to others, and if lost or stolen, the cardholder should report that loss to library staff as soon as possible. If desired, cardholders may designate one authorized user for their account. The authorized user is permitted to check out items on behalf of the cardholder; however, the cardholder is liable for materials checked out by their designated authorized user.

Resident library cards are available to individuals who provide proof of a physical residence within the city limits of Rapid City or within Pennington County. Proof includes documentation that one resides at, owns or rents property in the city or county, or that one receives mail, at no cost, at a local agency that assists individuals who are homeless or living in transitional housing. Addresses are verified through Rapid City's geographic information system. Patrons residing at locations generally known to be temporary physical residences may receive a resident card by providing proof of their residence lasting 180 days or longer within an annual period; or, they may purchase a non-resident card, and may be eligible for a refund after providing proof of their residence lasting 180 days or longer. Post Office boxes, personal mailbox services and commercial mail service addresses may be used as a mailing address but do not constitute verification of a physical address.

If a person has fines or fees at another Black Hills Library Consortium library, those must be paid to that library, to a level that would unblock an RCPL card before receiving an RCPL card.

A photograph will be taken at the time of registration; such photos are confidential, as is all patron registration information. Inclusion of the photos will:

1. Help prevent the use of lost or stolen library cards;
2. Assist staff in identifying and serving patrons who have forgotten their cards;
3. Aid location of patrons in case of an emergency.

## RESIDENT CARDS

### **City or County residents 18 years or older must present:**

- Photo ID, date of birth, and verification of a current physical residence in Rapid City or Pennington County

### **City or County residents 17 years old and younger:**

- A parent or guardian over the age of 18 must obtain a card, then may authorize a card for the minor.
  - A parent or guardian must present photo ID, date of birth, and verification of a current physical residence in Rapid City or Pennington County

**Home Delivery** – individuals within the city or county who have a physical barrier to library services including temporary or permanent disability, injury or illness.

- Photo ID or verification provided by facility, date of birth, and verification of a current physical residence in Rapid City or Pennington County
- Applicants must complete a home delivery registration form
- Delivery is only available within the Rapid City School District within Pennington County

#### NON-RESIDENT CARDS

**Non-residents 18 years old and above must present:**

- Photo ID, date of birth, and verification of a current mailing address
- Payment of a non-resident fee required, as outlined in the [Loan Periods, Fines and Fees Policy](#)

**Non-residents 17 years old and younger:**

- A parent or guardian over the age of 18 must obtain a card, then may authorize a card for the minor child
- A parent or guardian must present photo ID, date of birth, and verification of a current mailing address
- Payment of a non-resident fee as outlined in the [Loan Periods, Fines and Fees Policy](#)

#### INSTITUTIONAL CARDS

Agencies and businesses within the city or county, including assisted living, retirement, and childcare facilities whose clients are unable to utilize library services without assistance. Service provided by the library is not intended to take the place of an agency providing this service for themselves when they are specifically charged to do so.

- Institutional applicant must provide photo ID, date of birth and complete an institutional registration form
- Institution is financially liable for lost or damaged materials
- Institution must furnish and maintain a list of authorized users of the institutional account
- Delivery is available within the Rapid City School District within Pennington County

#### COMPUTER ACCESS ACCOUNTS

For use of the library's public access computers; no checkout privileges permitted.

- Name and birth date required
- No physical card issued

#### CARD RENEWALS

- Non-resident library cards will be renewed for the term of purchase; resident library cards will be renewed for two years
- Verification of current physical residence is required before a card is renewed
- Accrued fines and fees must be paid down to a level that unblocks the card
- The parent and/or guardian may renew cards for all family members

## CARD REPLACEMENT

- Lost card replacement cost is outlined in the [Loan Periods, Fines and Fees Policy](#)
- A photo ID or photo on file, date of birth, and verification of residential address is required to replace a card

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