



# LOAN PERIODS, FINES AND FEES POLICY

November 13, 2019

|  | <b>Loan Period</b><br>(limit of 99 items unless otherwise noted) | <b>Automatic Renewal*</b><br>(up to the number indicated) | <b>Daily Fine</b> | <b>Maximum Fines per Item</b> | <b>May Place Holds</b> | <b>Replacement Fee (for lost or damaged items)</b>   | <b>Processing Fee (for lost or damaged items)</b> |
|--|--|---|-------------------|-------------------------------|------------------------|--|---|
| <i>Donations of the exact item in new condition (DVDs and video games must be sealed) may be accepted in lieu of replacement fees, but a processing fee still applies.</i> |  |   |                   |                               |                        |  |   |
| <b>Adult and Young Adult Books</b>   | 3 weeks  | 3 renewals of 2 weeks                                     | \$0.25            | \$5.00                        | Yes                    | <ul style="list-style-type: none"> <li>• Hardcover, \$30.00</li> <li>• Trade paperback, \$20.00</li> <li>• Mass market paperback, \$10.00</li> </ul> | \$5.00 per item                                   |
| <b>Reference</b>   | 1 week   | None  | \$0.25            | \$5.00                        | Yes                    | <ul style="list-style-type: none"> <li>• MSRP/List Price**</li> </ul>  | \$5.00 per item                                   |
| <b>South Dakota Collection</b>   | 3 weeks  | 3 renewals of 2 weeks                                     | \$0.25            | \$5.00                        | Yes                    | <ul style="list-style-type: none"> <li>• MSRP/List Price**</li> </ul>  | \$5.00 per item                                   |
| <b>Lucky Day Collections</b>   | 3 weeks  | None  | \$0.25            | \$5.00                        | No                     | <ul style="list-style-type: none"> <li>• Hardcover, \$30.00</li> <li>• Trade paperback, \$20.00</li> </ul>   | \$5.00 per item                                   |
| <b>Literacy Council Materials</b>  | Unlimited  | Unlimited   | N/A               | \$5.00                        | Yes                    | <ul style="list-style-type: none"> <li>• Actual replacement cost, paid to the Literacy Council</li> </ul>  | N/A   |
| <b>Adult and Young Adult Magazines</b>   | 1 week   | 2 renewals of 1 week                                      | \$0.25            | \$5.00                        | No                     | <ul style="list-style-type: none"> <li>• \$8.00</li> </ul>   | N/A   |
| <b>Children's Magazines</b>  | 1 week   | 2 renewals of 1 week                                      | \$0.00            | \$0.00                        | No                     | <ul style="list-style-type: none"> <li>• \$8.00</li> </ul>   | N/A   |
| <b>ILL (Limit of 4 at a time per patron)</b>   | According to lending library                                     | As allowed by lending library                             | \$1.00            | \$5.00                        | N/A                    | <ul style="list-style-type: none"> <li>• Replacement cost as specified by lending library</li> </ul>   | N/A   |
| <b>Children's Materials (picture books,</b>  | 3 weeks  | 3 renewals of 2 weeks                                     | N/A               | N/A                           | Yes                    | <ul style="list-style-type: none"> <li>• Picture books, BTR, Junior fiction</li> </ul>   | \$5.00 per item                                   |

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|--|--|---|-------------------|-------------------------------|------------------------|---|---|
| beginning-to-read, J fiction and non-fiction, board books, books on CD, story bags and readalongs) |  |   |                   |                               |                        | and non-fiction, \$10.00<br><ul style="list-style-type: none"> <li>• Board books, \$5.00</li> <li>• Readalongs, \$10.00</li> <li>• Books on CD, \$35</li> <li>• Story Bags, \$175.00 per bag; or, MSRP/List Price** for individual missing item(s)</li> </ul> |   |
| <b>Books to Go</b> (book discussion bags)  | 6 weeks  | 1 renewal of 6 weeks                                      | \$0.25            | \$5.00                        | Yes                    | <ul style="list-style-type: none"> <li>• Single hardcover, \$30.00</li> <li>• Single paperback, \$20.00</li> </ul> or <ul style="list-style-type: none"> <li>• Entire bag, \$225.00</li> </ul>  | \$5.00 per item                                   |
| <b>Bagged Collections</b> (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)  | \$5.00 per item                                   |
| <b>Adult &amp; Young Adult Books on CD</b>   | 3 weeks  | 3 renewals of 2 weeks                                     | \$0.25            | \$5.00                        | Yes                    | \$35.00   | \$5.00 per item                                   |
| <b>Adult and Young Adult DVDs</b>  | 1 week / limit 10 at a time                                      | 3 renewals of 1 week                                      | \$0.25            | \$5.00                        | Yes                    | \$20.00   | \$5.00 per item                                   |
| <b>Children's DVDs</b>   | 1 week / limit 10 at a time                                      | 3 renewals of 1 week                                      | N/A               | N/A                           | Yes                    | \$20.00   | \$5.00 per item                                   |
| <b>Board Games</b>   | 3 weeks  | 1 renewal of 2 weeks                                      | \$0.25            | \$5.00                        | Yes                    | MSRP/List Price**   | \$5.00  |
| <b>Video Games</b>   | 1 week / limit 2 at a time                                       | 1 renewal of 1 week                                       | \$0.25            | \$5.00                        | Yes                    | MSRP/List Price**   | \$5.00  |

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|---|--|---|-------------------|-------------------------------|------------------------|--|---|
| <b>Electronic Devices for checkout</b>          | 3 weeks  | 1 renewal of 2 weeks                                      | \$0.25            | \$5.00                        | Yes                    | MSRP/List Price**                                  | \$5.00  |
| <b>Electronic Devices – in-library use only</b> | 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**                                  | \$5.00  |
| <b>Streaming content</b>                        | Determined by publisher or studio                                    | According to vendor                                       | N/A               | N/A                           | No                     | N/A  | N/A   |
| <b>eBooks</b>                                   | 7-day, 14-day, or 21-day, as determined by patron                    | According to vendor                                       | N/A               | N/A                           | Yes                    | N/A  | N/A   |
| <b>Exceptions by Patron Type</b>                |  |   |                   |                               |                        |  |   |
| <b>Home Delivery</b>                            | 6 weeks  | 1 renewal of 6 weeks                                      | N/A               | N/A                           | As indicated above     | As indicated above                                 | As indicated above                                |
| <b>Institutional</b>                            | 6 weeks  | 1 renewal of 6 weeks                                      | N/A               | N/A                           | As indicated above     | As indicated above                                 | As indicated above                                |
| <b>Staff</b>                                    | As indicated above   | As indicated above  | N/A               | N/A                           | As indicated above     | 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              |
|--------------------------|---|--|---------------------|
| Returned checks          | From <a href="#">Rapid City Code</a>  | \$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<br>Flexible filament, \$0.25 per gram  |                     |
| Vinyl Cutter Projects    | Vinyl cutter  | Material Cost: \$1.00 per 6 inch by 12 inch section of vinyl*;<br>\$2.00 per 12 inch by 12 inch section of vinyl*;<br>\$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<br>Hoyt room: \$55<br>Community Room: \$85<br>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.<br>Hoyt Room: \$60/hr.<br>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 November 13, 2019

Previous revisions: July 9, 2018; 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