



DOWNTOWN LIBRARY
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Date: April 13, 2020
To: Rapid City Public Library Board
From: Pat Jones, Policy Committee Chair
Re: Registration Policy

Date: April 6, 2020
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 has been added to temporarily allow online registration accounts during the current COVID-19 pandemic. This change is recommended to allow those who may not be able to come to the library due to travel restrictions or quarantine to still access library services.

Such temporary registrations would automatically expire in 3 months and be limited to online library services and a maximum of two checkouts; if and when the account holder is able to provide photo ID and address verification, the account could be changed to a regular account. The temporary account capability would be recommended for removal at a future board meeting, once the current crisis has ended.

A change has also been made to require that responsible parties have a library card in good standing. This change is intended to prevent a responsible party from signing up one or more children for library services while they themselves are currently blocked for fines, lost materials, etc.