



DOWNTOWN LIBRARY
610 QUINCY ST. | RAPID CITY, SD 57701 | 605.394.4171

RAPIDCITYLIBRARY.ORG



Date: September 14, 2020
To: RCPL Board of Trustees
From: Judy Sneller, Policy Committee Vice Chair
Re: Loan Periods, Fines and Fees Policy

Date: September 8, 2020
To: Judy Sneller, Policy Committee Vice Chair
From: Sean Minkel, Assistant Library Director
Re: Loan Periods, Fines and Fees Policy

Motion: Move to approve updates to the Loan Periods, Fines and Fees Policy as presented.

Background: The Loan Periods, Fines and Fees Policy outlines the loan periods, renewals, overdue fines, lost material charges and fees assessed for library services.

The changes to the policy include the removal of specific fees outlined for each of the services in the Makerspace and the Literacy Council material type.

Makerspace fees were originally determined by looking at the cost for consumable materials as well as ongoing maintenance. However, the Makerspace includes a wide array of services that are expected to change frequently. Rather than delay implementation of services to the public, it is recommended that a general rule be adopted which can be applied broadly. A list of fees will be kept in the Makerspace and updated regularly as consumable costs change or new equipment is brought online.

The Literacy Council materials can be removed entirely as these items do not circulate in a traditional sense. Instead, they are part of a special collection that is housed in the library through an agreement with the Literacy Council and are used by students and tutors. Per the Literacy Council, these materials can be taken for an unlimited amount of time by anyone who needs them.