



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

[RAPIDCITYLIBRARY.ORG](http://RAPIDCITYLIBRARY.ORG)



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

Date: December 9, 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 timeframes for loans and renewals and fees for overdue fines, lost material charges and other fees such as copying and makerspace fabrications.

Significant changes include an update to the non-resident card fee, the addition of a section on claimed returns items and clarification about account blocks.

#### Non-resident Cards

The non-resident fee is based on the per-capita cost for city library users.

The non-resident fee was last increased in 2014. This year's annual review found the non-resident fee to be low compared to taxes paid by residents. Therefore, the recommendation is to increase the non-resident fee to \$99/year or \$8.25/month, an increase of \$9/year or \$0.75/month.

#### Claimed Returns

Items returned by patrons may occasionally be missed by library staff or patrons may remember returning something they have not. A standard library practice is to mark such items as "claims returned" on a patron's account. However, unlike other libraries, our practice was to remove any lost item charges from the patron's account. Recently, the library's software was updated to streamline this process and allow us to track the number of items a patron has claimed as a return. The changes to the policy clarify that we will extend the due date for such items to allow both the library and patron time to find them, but still hold patrons accountable if they aren't found. Additionally, being able to tell how many claims a patron has made will help us to work with them to identify problems and/or solutions.

#### Account Blocks

The addition of this section is intended to formalize existing practice. Access to library services such as computers, check-out, renewal, and online resources may be blocked when a patron owes more than \$10 in fees, has items which are overdue 14 days, or has an account which is expired, manually blocked or flagged by staff.

All other changes to the policy were made to arrange sections in a more logical manner and simplify language.