



LOAN PERIODS, FINES AND FEES POLICY

December 14, 2020

	Loan Period (limit of 99 items unless otherwise noted)	Automatic Renewals[†] (up to the number indicated)	Daily Fine	Maximum Fines per Item	May Place Holds	Replacement Fee* (for lost or damaged items)	Processing Fee (for lost or damaged items)
Adult and Young Adult Books	3 weeks	3 renewals of 2 weeks	\$0.25	\$5.00	Yes	<ul style="list-style-type: none"> • Hardcover, \$30.00 • Trade paperback, \$20.00 • Mass market paperback, \$10.00 	\$5.00 per item
Reference	1 week	None	\$0.25	\$5.00	Yes	<ul style="list-style-type: none"> • MSRP/List Price[‡] 	\$5.00 per item
South Dakota Collection	3 weeks	3 renewals of 2 weeks	\$0.25	\$5.00	Yes	<ul style="list-style-type: none"> • MSRP/List Price[‡] 	\$5.00 per item
Lucky Day Collections	3 weeks	None	\$0.25	\$5.00	No	<ul style="list-style-type: none"> • Hardcover, \$30.00 • Trade paperback, \$20.00 	\$5.00 per item
Adult and Young Adult Magazines	1 week	2 renewals of 1 week	\$0.25	\$5.00	No	<ul style="list-style-type: none"> • \$8.00 	N/A
Children's Magazines	1 week	2 renewals of 1 week	\$0.00	\$0.00	No	<ul style="list-style-type: none"> • \$8.00 	N/A
ILL (Limit of 4 at a time per patron)	According to lending library	As allowed by lending library	\$1.00	\$5.00	N/A	<ul style="list-style-type: none"> • Replacement cost as specified by lending library 	N/A
Children's Materials	3 weeks	3 renewals of 2 weeks	N/A	N/A	Yes	<ul style="list-style-type: none"> • Picture books, BTR, Junior fiction and non-fiction, \$10.00 • Board books, \$5.00 • Readalongs, \$10.00 • Books on CD, 	\$5.00 per item

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						\$35 <ul style="list-style-type: none"> • Story Bags, \$175.00 per bag; or, MSRP/List Price** for individual missing item(s) 	
Books to Go (book discussion bags)	6 weeks	1 renewal of 6 weeks	\$0.25	\$5.00	Yes	<ul style="list-style-type: none"> • Single hardcover, \$30.00 • Single paperback, \$20.00 or <ul style="list-style-type: none"> • Entire bag, \$225.00 	\$5.00 per item
Bagged Collections (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
Adult & Young Adult Books on CD	3 weeks	3 renewals of 2 weeks	\$0.25	\$5.00	Yes	\$35.00	\$5.00 per item
Adult and Young Adult DVDs	1 week / limit 10 at a time	3 renewals of 1 week	\$0.25	\$5.00	Yes	\$20.00	\$5.00 per item
Children's DVDs	1 week / limit 10 at a time	3 renewals of 1 week	N/A	N/A	Yes	\$20.00	\$5.00 per item
Board Games	3 weeks	1 renewal of 2 weeks	\$0.25	\$5.00	Yes	MSRP/List Price [‡]	\$5.00
Video Games	1 week / limit 2 at a time	1 renewal of 1 week	\$0.25	\$5.00	Yes	MSRP/List Price [‡]	\$5.00
Electronic Devices for checkout	3 weeks	1 renewal of 2 weeks	\$0.25	\$5.00	Yes	MSRP/List Price [‡]	\$5.00
Electronic Devices – in-library use only	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
Streaming content	Determined by publisher or studio	According to vendor	N/A	N/A	No	N/A	N/A

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eBooks	7-day, 14-day, or 21-day, as determined by patron	According to vendor	N/A	N/A	Yes	N/A	N/A
Exceptions by Patron Type							
Home Delivery	6 weeks	1 renewal of 6 weeks	N/A	N/A	As indicated above	As indicated above	As indicated above
Institutional	6 weeks	1 renewal of 6 weeks	N/A	N/A	As indicated above	As indicated above	As indicated above
Staff	As indicated above	As indicated above	N/A	N/A	As indicated above	As indicated above	As indicated above

*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.

†Renewals may not be permitted due to holds on that material or an account block

‡Manufacturer's Suggested Retail Price (MSRP) or List Price from library vendors at time of replacement.

MISCELLANEOUS FEES

Item	Definition	Cost	Policy
Returned checks	From Rapid City Code	\$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	
Makerspace & Fabrication	Use of Makerspace equipment (3D printers, vinyl cutting, laser engraving, large format printing, tools, etc.)	There is no cost for use of the equipment; fees shall be set by the Library Director or designee to recover the full cost of consumable material plus ongoing maintenance.	
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 Hoyt room: \$55 Community Room: \$85 All other library venues: \$150	Meeting Room policy
	Private interest and for-profit	Conference Room:	Meeting Room

	groups are charged an hourly fee for use of meeting rooms.	\$50/hr. Hoyt Room: \$60/hr. Community Room: \$75/hr.	policy
Non-resident Cards	Patrons residing outside Pennington County	\$99.00 per card per year or \$8.25 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	

ACCOUNT BLOCKS

Services requiring a library account to log on may be blocked under the following circumstances:

1. Fines or fees in excess of \$10.00
2. Library materials more than 14 days overdue
3. Accounts which are expired, manually blocked or flagged as needing verification by library staff

CLAIMED RETURNS

When an item is claimed returned by a patron, it will be renewed for an additional 14 days in order to provide that patron and library staff sufficient time to search for the return. If not found in that period of time by either party, the item(s) will remain checked out on the account and will be subject to all regularly applicable policies, including fees for lost items.

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.

Revised December 14, 2020

Previous revisions: September 14, 2020; November 13, 2019; April 8, 2019; 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