



DOWNTOWN LIBRARY
610 QUINCY ST. | RAPID CITY, SD 57701 | 605.394.6139

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Date: April 12, 2021
To: Rapid City Public Library Board
From: Emily Tupa, Policy Committee Chair
Re: Loan Periods, Fines and Fees Policy

Date: April 7, 2021
To: Emily Tupa, Policy Committee 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.

A new proposed service of loaning mobile hotspots necessitates a change to this policy. Mobile hotspots provide internet access to patrons outside of the library who might otherwise not have access. As demand is unknown but expected to be high, the initial checkout period is recommended at one week with no renewals. The hotspots filter internet access, and the library has the ability to shut off service for these devices if they are not returned.

The library no longer loans out any other electronic devices outside of the library, so this item can be removed. At one point, eBook readers were available, but demand for these waned as the majority of people can access eBooks and the library's other digital offerings from their smart phones or tablets.

The remaining change to the policy clarifies that copier costs are intended to be per printed side. For example, a patron would pay \$.15 for each side of a double-sided print or \$.30 total.