



LOAN PERIODS, FINES LENDING AND FEES POLICY

April 12-May 10, 2021

| | 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 |
| Mobile Hotspots | 1 week – data is turned off once overdue, may be borrowed by patrons age 18 or older | None | \$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 |

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|----------------------------------|--|---|-------------------|-------------------------------|------------------------|--|--|
| Streaming content | Determined by publisher or studio | According to vendor | N/A | N/A | No | N/A | N/A |
| 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 | No renewals for video games 1 renewal of 6 weeks for all other items | 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 printed side; Ledger size, \$0.30 per printed side | |
| 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 | |

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|-----------------------|---|---|--------------------------|
| 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 groups are charged an hourly fee for use of meeting rooms. | Conference Room: \$50/hr. Hoyt Room: \$60/hr. Community Room: \$75/hr. | Meeting Room 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
 - a. Computer access is blocked for fines or fees in excess of \$50.00
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.

Previous revisions: [April 12, 2021](#); February 8, 2021 December 14, 2020; 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