



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

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Date: August 9, 2021  
To: Rapid City Public Library Board  
From: Emily Tupa, Policy Committee Chair  
Re: Lending and Fees Policy

Date: August 2, 2021  
To: Emily Tupa, Policy Committee Chair  
From: Sean Minkel, Assistant Library Director  
Re: Lending and Fees Policy

**Motion:** Move to approve updates to the Lending and Fees Policy as presented.

**Background:** The Lending 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.

There are two primary changes to the policy. First, a checkout limit of one mobile hotspot and electronic device (laptop) per account has been added. While this issue hasn't come up yet, it is necessary due to the high cost and demand for these resources.

Second, a section referring to library merchandise has been added. Some items, such as earbuds or phone chargers, have been sold through vending machines or loaned to patrons before. Selling them directly to patrons would improve services by: 1) preventing the frequent loss and replacement of phone chargers that are loaned out; 2) allowing the library to more rapidly provide new items of this nature, and 3) opening up an avenue for branded items that avid readers and library fans could use to support the library. At no time would any of the merchandise for sale be a requirement to receive or participate in library services.

Sales tax must be paid for some of the sales, including library merchandise, photocopies, and makerspace fabrications. The costs identified are inclusive of those sales taxes, which will be calculated by the Business Office staff prior to sending deposits to the city.