



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

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Date: March 13, 2023  
To: RCPL Board of Trustees  
From: Emily Tupa, Policy Committee Chair  
Re: Registration Policy

Date: March 8, 2023  
To: Emily Tupa, Policy Committee Chair  
From: Sean Minkel, Assistant Library Director  
Re: Registration Policy

**Motion:** Move to approve changes to the Registration Policy as presented.

**Background:** The Registration Policy defines the requirements for obtaining a library account.

The primary changes to the policy include:

- Clarification for patrons who provide proof of a physical residence lasting 180 days or longer
- The removal of online registration accounts
- Updates to institutional accounts

The policy states that patrons who provide an address at locations primarily expected to be short term, seasonal or used to establish mail services without an ongoing local presence may purchase a non-resident account. These patrons may also obtain an account at no cost by providing proof of their physical residence lasting 180 days or longer within an annual period. In order to clarify that this proof needs to be provided every year, the Local Property Owner account type has been updated to Local Property Owner/180 Day Resident. Functionally, this change makes it possible for library staff to keep records up to date but has no impact on how services are already provided.

We recommend that the option for online registrations be removed. These accounts were intended to provide an easier way for new patrons to start using the library from home by allowing limited access to resources until verification was provided. In practice, the nearly all of the online registrations have been from patrons who are ineligible for an account (outside our service area) or for which an in-person registration would allow for better customer service.

Lastly, the institutional accounts section was updated to reinforce that these accounts are primarily intended to supplement assisted living, retirement, schools, and childcare facilities while also clarifying financial responsibility and authorized users.

All other changes are intended to simplify or clarify existing language.