



LENDING AND FEES POLICY

June 13, 2022 December 11, 2023

Effective as of January 1, 2024:

	Loan Period (limit of 99 items unless otherwise noted)	Automatic Renewals[†] (up to the number indicated)	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	Yes	<ul style="list-style-type: none"> • Hardcover, \$30 • Trade paperback, \$20 • Mass market paperback, \$12 	\$5 per item
Reference	1 week	None	Yes	• MSRP/List Price [‡]	\$5 per item
South Dakota Collection	3 weeks	3 renewals of 2 weeks	Yes	• MSRP/List Price [‡]	\$5 per item
Lucky Day Collections	3 weeks	None	No	<ul style="list-style-type: none"> • Hardcover, \$30 • Trade paperback, \$20 	\$5 per item
Magazines	1 week	2 renewals of 1 week	No	• \$8	N/A
ILL (Limit of 4 at a time per patron)	According to lending library	As allowed by lending library	N/A	• Replacement cost or overdue fees as specified by lending library	N/A
Children's Materials	3 weeks	3 renewals of 2 weeks	Yes	<ul style="list-style-type: none"> • Picture books, BTR <u>Beginning to Read, Juvenile</u> fiction and non-fiction, \$15 • Board books, \$8 • Readalongs, \$15 	\$5 per item
<u>Books to Go</u> Book Club Bags (book discussion bags)	6 weeks	1 renewal of 6 weeks	Yes	<ul style="list-style-type: none"> • Single hardcover, \$30 • Single paperback, \$20 or <ul style="list-style-type: none"> • Entire bag, \$225 	\$5 per item
Bagged Collections	3 weeks	3 renewals of 2 weeks	Yes	\$175 per bag; or, MSRP/List Price [‡] for individual missing item(s)	\$5 per item
Toolkits	3 weeks	3 renewals of 2 weeks	Yes	MSRP/List Price [‡] or individual tools at \$4/each	\$5 per item
Books on CD	3 weeks	3 renewals of 2 weeks	Yes	\$35	\$5 per item
Videos	1 week / limit 10 at a time	3 renewals of 1 week	Yes	<ul style="list-style-type: none"> • DVDs, \$20 • Blu-rays, \$30 	\$5 per item
<u>Board Games & Puzzles</u>	3 weeks	1 renewal of 2 weeks	Yes	MSRP/List Price [‡]	\$5

	Loan Period (limit of 99 items unless otherwise noted)	Automatic Renewals[†] (up to the number indicated)	May Place Holds	Replacement Fee* (for lost or damaged items)	Processing Fee (for lost or damaged items)
Video Games	1 week / limit 2 at a time	1 renewal of 1 week	Yes	MSRP/List Price [‡]	\$5
Mobile Hotspots	1 week / limit 1 per account – data is turned off once overdue, may be borrowed by patrons age 18 or older	None	Yes	MSRP/List Price [‡]	\$5
Electronic Devices – in-library use only Laptops & Tablets (in-library use only)	3 hours / limit 1 per account – may be used by patrons age 18 or older with valid photo ID	None	No	MSRP/List Price [‡]	\$5
Streaming content	Determined by publisher or studio	As allowed by vendor	No	N/A	N/A
eBooks (see Non-resident exceptions below)	7-day, 14-day, or 21-day, as determined by patron	As allowed by vendor	Yes	N/A	N/A
Park Passes	3 days / limit 1 per account per month	None	No	Current State Park Price	\$5
Exceptions by Patron Type					
Home Delivery	6 weeks	No renewals for video games 1 renewal of 6 weeks for all other items	As indicated above	As indicated above	As indicated above
Institutional	6 weeks	1 renewal of 6 weeks	As indicated above	As indicated above	As indicated above
Staff	As indicated above	As indicated above	As indicated above	As indicated above	As indicated above
Non-resident	Limited to checkout of physical materials & use of public computers.	As indicated above.	As indicated above	As indicated above	As indicated above
Computer Access	Limited to use of public computers.	N/A	N/A	N/A	N/A
Provisional	Limited to 2 books & computer use	As indicated above.	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. For personal emergencies such as a death in the family, hospitalization, accident, fire, theft, or other financial hardships, staff will use their discretion and judgment to waive lost material charges. Staff will document any fees forgiven in the patron's record, and a summary of forgiven fees will be reviewed quarterly by library management.

[†]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

Costs are inclusive of sales tax, where applicable. On each February 1, fees set by the Library Director or designee will be reviewed and updated, based on the Midwest Consumer Price Index (as of the previous December 31) and changes in product costs. These costs are posted where applicable in the building.

Item	Definition	Cost	Policy
Returned checks	From Rapid City Code	\$25	Ordinance 9.04.010
Photocopies and prints	Photocopy machines	Letter or legal size, \$0.20 per printed side; Ledger size, \$0.40 per printed side	
Makerspace & Fabrication	Use of Makerspace equipment (3D printers, vinyl cutting, laser engraving, large format printing, tools, etc.)	<p>Fees for consumable supplies <u>are:</u></p> <ul style="list-style-type: none"> • shall be set by the Library Director or designee to recover the full cost of consumable material plus ongoing equipment maintenance • <u>Posted in the Makerspace</u> • <u>Paid for in advance</u> • <u>Not refunded except in cases of mechanical failure regardless of dissatisfaction with color, scale, quality, design flaws, or other options pre-selected by the patron-</u> 	
Merchandise	Library merchandise includes such items as phone chargers, earbuds, postage stamps, envelopes, coffee, coffee mugs, cups, branded clothing, and other items that are not required to receive library services.	Fees shall be set by the Library Director or designee to recover the full cost to the library plus a reasonable profit to support and enhance library services, except for postage stamps which are sold at current value.	
Meeting room	Individuals or groups must pay a fee for the use of a room before library opening hours. The library and its partner organizations are exempt from this fee.	Conference Room: \$20 Hoyt room: \$35 Community Room: \$50	Meeting & Study Room policy
	Any meetings not open to the general public are charged an hourly fee. The library and its partners are exempt from this fee.	Conference Room: \$20/hr. Hoyt Room: \$35/hr. Community Room: \$50/hr.	Meeting & Study Room policy
Non-resident Cards	Patrons residing outside Pennington County	\$110-115 per card per year or \$9.25 per card per month.	<u>Registration policy</u>
Test Proctoring	Staff-facilitated proctoring of tests	\$20 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 per account submission	
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ACCOUNT BLOCKS

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

1. Computer access is blocked for fees in excess of \$50
 - a. All other library access is blocked for fees in excess of \$10
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 within 90 days. 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 Friends of the Library merchandise, collection agency fees, or for the vending machines.

Refunds for library accounts are addressed in the Registration Policy.

Revised: [December 11, 2023](#); June 13, 2022; January 1, 2022; May 10, 2021; 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