



DOWNTOWN LIBRARY
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Date: December 11, 2023
To: Rapid City Public Library Board
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 three significant changes to the policy:

- Information related to fees for consumable supplies in the Makerspace has been moved from the Makerspace and Fabrication Policy in order to consolidate this type of information into a single location. It remains consistent with the language used in that policy
- Information related to lending exceptions has been moved from the Registration Policy. This was also done to consolidate information into one place. Also of note in this change is the exception for the new provisional account type. Provisional accounts will be limited to two books and computer access
- Finally, a new non-resident fee has been calculated by comparing the library's annual budget to the number of registered patrons. The recommendation is to increase this fee by \$5 to \$115 per year with no option for a monthly payment. Monthly payments encourage short term accounts, where patrons may be more likely to check out materials and leave the area shortly after registering

Replacement fees were also reviewed but were found to be consistent with current average costs at this time. All other recommended changes were made to clarify or make existing language consistent with other policies and library signage.