



**DOWNTOWN LIBRARY**  
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Date: August 12, 2024  
To: Rapid City Public Library Board of Trustees  
From: Sean Minkel, Assistant Library Director  
Re: Meeting and Study Room Policy

**Motion:** Move to approve updates to the Meeting and Study Room and Lending and Fees Policies as presented.

**Background:** The Meeting and Study Room policy defines the primary purpose, availability, and guidelines concerning the use of the library's reservable rooms.

Multiple updates are recommended for the Meeting and Study Room Policy, including:

- The library scanner, microfilm machine, and recording studio have been added as reservable resources.
- The name of the policy has been updated to Room and Equipment Reservations to reflect the addition of reservable equipment.
- Rooms and equipment may only be reserved during library open hours.
  - Previously, it was possible to reserve meeting rooms before opening hours; however, this type of request has happened only once or twice in the past several years and has the potential to disrupt facility and staff schedules.
- Previously study room and equipment reservations could be extended once for up to 2 hours at a time. As proposed, extensions will be allowed if no other patrons are waiting to use these resources.
- The terms admission fees and fund-raising efforts have been added to clarify that such solicitation is also not permitted.
- A section has been added to the guidelines indicating that any meetings not open to the general public will be charged an hourly fee. Further, the library now reserves the right to attend any meeting to ensure that no policy violations are occurring. This will also help to ensure that meeting use listed as open to the public is, in fact, open to the public.
- A section on refunds was removed as it is already covered in the Lending and Fees Policy.

All other changes to the Meeting and Study Room Policy were made to clarify or simplify existing language.

If approved, a section of the Lending and Fees Policy describing fees for room use outside of library hours will also be removed.