



DOWNTOWN LIBRARY
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Date: December 9, 2024
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 items such as lost materials, copying, and makerspace fabrications. These fees are reviewed annually to ensure they cover the costs of the services or materials.

There are five significant changes to the policy:

- Replacement costs for children's materials were updated to include a broader range based on the original purchase price; this change is intended to be fair to patrons while also ensuring the library recaptures the cost of lost materials
 - This change is recommended just for children's materials, which have a uniquely broad range of prices
- An equipment category has been added to include toolkits, disc golf, and fishing sets
 - In order to encourage turnover and allow more individuals to access these limited collections, checkout time for this category is recommended at 1 week with no renewals
- A device category has been added to include laptops, tablets, and robots; all devices are for in-library use only
 - Due to the cost of these items, this category requires patrons to have a valid photo ID and be at least 18 years old
 - The limit of one item per account has been removed to permit caregivers to checkout multiple robots for groups
- Staff have been removed as an exception as this is no longer consequential
- The non-resident fee is recommended at \$125 per year as a result of increased expenses

All other recommended changes were made to simplify or clarify existing language.