

LOAN PERIODS, FINES AND FEES POLICY

Updated March 14, 2016

	Loan Period * (limit of 99 items unless otherwise noted)	Renewal*	Daily Fine	Max. Fines	Holds	Replacement Costs or Damaged Material Fees
<i>Donated materials may be accepted in lieu of replacement fees for the exact item in new condition (DVDs and Video Games must be sealed). Replacement cost includes processing fees. All lost or damaged materials must be considered for selection according to the collection development policy</i>						
Adult and Young Adult Books	3 weeks	6 times, for 3 weeks each time	\$0.25	\$8.00	Yes	<ul style="list-style-type: none"> • \$30.00 for hardcover • \$20.00 for trade paperback • \$10.00 for mass market paperback
Reference	1 week	None	\$0.25	\$8.00	Yes	MSRP/List Price*
Lucky Day Collections	3 weeks	None	\$0.25	\$8.00	No	<ul style="list-style-type: none"> • \$30.00 for hardcover • \$20.00 for trade paperback
Youth Books (Picture Books, Beginning-To-Read, Juvenile, and Board Books)	3 weeks	6 times, for 3 weeks each time	\$0.25	\$8.00	Yes	<ul style="list-style-type: none"> • \$15.00 for picture books, Beginning to Read, and Juvenile • \$10.00 for board books
Books to Go (book discussion bags)	6 weeks	Once (for another 6 weeks)	\$1.00	\$8.00	Yes	<ul style="list-style-type: none"> • \$30.00 single hardcover • \$20.00 single paperback or • \$175.00 for entire bag
Storybags, Teenbags, Parentbags, Kids bags	3 weeks	6 times, for 3 weeks each time	\$1.00	\$8.00	Yes	\$175.00 per bag; or, cost for individual missing item(s)
Electronic Devices for checkout	3 weeks	Once, for 3 weeks	\$1.00	\$8.00	Yes	MSRP/List Price*
Electronic Devices – in-library use only	3 hours – may be used by patrons age 16 or older	None	\$5.00 per hour	\$35.00	No	MSRP/List Price*
Streaming content	Loan period & limits determined by publisher or studio	According to vendor.	N/A	N/A	No	N/A
Books on CD	3 weeks	6 times, for 3 weeks each	\$0.25	\$8.00	Yes	\$35.00

	Loan Period * (limit of 99 items unless otherwise noted)	Renewal*	Daily Fine	Max. Fines	Holds	Replacement Costs or Damaged Material Fees
		time				
DVDs	1 week / limit 10 at a time	6 times, for 1 week each time	\$1.00	\$8.00	Yes	\$25.00
Readalongs	3 weeks	6 times, for 3 weeks each time	\$0.25	\$8.00	Yes	\$15.00
ILL (Limit of 4 at a time per patron)	According to lending library	According to lending library	\$1.00	\$8.00	According to lending library	Actual replacement cost as specified by the lending library.
eBooks	7-day, 14-day, or 21-day, as determined by patron	According to vendor.	N/A	N/A	Yes	N/A
Magazines	1 week	Twice	\$0.25	\$8.00	No	\$8.00
Literacy Council Materials	Unlimited	Unlimited	N/A	N/A	Yes	Actual replacement cost. Any payments for materials are passed through to the Literacy Council.
Board Games	2 weeks	3 time, for 2 weeks	\$0.25	\$8.00	Yes	MSRP Cost*
Video Games	1 week / limit 2 at a time	1 time, for 1 week	\$1.00	\$8.00	Yes	MSRP/List Price*
South Dakota Collection	3 weeks	6 times, for 3 weeks each time	\$0.25	\$8.00	Yes	MSRP/List Price*

*Manufactured Suggested Retail Price (MSRP) or List Price from library vendors at time of replacement.

REFUNDS

Any refunds made will be issued through the library's Business Office or the Circulation Front Desk.

Refunds will be issued for lost and paid materials that are returned with the receipt showing payment for these materials. For refunds over \$50, the refund will be processed through the city billing system, and a check will be mailed to the patron within 45-60 days.

Refunds will be issued for meeting room rental by for-profit groups with seven days prior notice.

Refunds are not issued for non-Pennington County cards, for Friends of the Library merchandise, or for the vending machines.

FEE DEFINITIONS

Item	Definition	Cost	Policy
Card replacement		\$2.00	Library registration policy
Returned checks	From Rapid City Code	\$25.00	Ordinance 9.04.010
Photocopies and printouts	Public photocopy machines	Copies \$0.15 per 8½ x 11" page; \$0.30 per 11x17" page	
3D Printer Objects	Public 3D printers	\$0.15 per gram for regular filament; \$0.20 per gram for flexible filament	
Meeting room	Fee applies for private interest and for-profit organizations and all groups that charge for the instruction of a course After Library Hours: Individual or group (both non-profit and for-profit) must pay at the time of reservation for the use of a meeting room to be used after hours.	Meeting Room A: \$150.00/hr. 0 per hour Hoyt Room: \$20/hr. Meeting Room B: \$35/hr. \$15.00 per meeting	Meeting Room policy
Non-Pennington County	Patrons outside Pennington County limits	Effective April 1, 2016: \$90.00 per card per year or \$7.50 per card per month.	
Test Proctoring	Staff-facilitated proctoring of tests	\$20.00 for non-card holders	
Interlibrary loans	Patrons are charged for ILLs only if the library is charged	Varies, depending upon lending library	Interlibrary Loan policy

* Please note that renewal may be blocked because of:

- a) Holds on that material
- b) Overdue fines that exceed \$10
- c) Blocked library card for other reasons (address block, mailed card, expired card etc.)
- d) Items checked out to the card that are two weeks or more overdue

Previous revisions: 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