



LIBRARY CARD REGISTRATION POLICY

~~March 14, 2016~~ July 10, 2017

Resident library cards for Rapid City and Pennington County residents are valid for up to two years from date of issue. Cards for non-residents are valid for the term selected at the time of purchase (up to one year). In the event that the contract for county services terminates, county residents will be notified that their cards will expire on the date of the contract termination.

The person applying for and receiving a library card is liable for materials checked out to that card; the card should not be loaned to others, and if lost or stolen, the cardholder should report that loss to library staff as soon as possible.

Resident library cards are available to individuals who provide proof of a physical residence in Rapid City or Pennington County. Such proof would be documentation that one resides at, owns or leases property in the city or county, or that one receives mail, at no cost, at a local agency that assists individuals who are homeless or living in transitional housing. Patrons residing at locations generally known to be temporary physical residences are eligible for a resident card either after providing proof of their residence lasting 180 days or longer within an annual period or by providing a deposit for the annual library card registration fee as outlined in the Loan Periods, Fines and Fees Policy. Such a deposit will be refunded each year after a patron has provided proof of a physical residence lasting 180 days or longer. Post Office boxes, personal mailbox services and commercial mail service addresses may be used as a mailing address but do not constitute verification of a physical address.

RESIDENT CARDS

City or County residents 16 years or older must present one of the following to obtain a resident library card:

- Photo ID and verification of a current physical residence in Rapid City or Pennington County

City or County residents 15 years old and younger:

- Responsible party over the age of 18 must be present to sign library card application.
- Responsible party over the age of 18 must present verification of a current physical residence as listed above.

Homebound Patrons – individual residing within the city or county with physical barriers to library service

- 6-week checkout
- No overdue fines

Institutional Patron – agencies and businesses within the city or county, including assisted living, retirement, and childcare facilities. (See the [Outreach Services Policy](#))

- 6-week checkout
- No overdue fines
- Bill for lost materials sent to institution

Library Staff

- No overdue fines

NON-RESIDENT CARDS

Non-residents 16 years old and above:

- Photo I.D.
- Persons who do not qualify for a resident library card may obtain a card for a fee, as outlined in the [Loan Periods, Fines and Fees Policy](#).

Non-residents 15 years old and younger:

- Responsible party over the age of 18 must be present to sign library card application.
- Responsible party over the age of 18 must present verification of a current physical residence, as listed above.
- Fee as outlined in the [Loan Periods, Fines and Fees Policy](#).

CARD RENEWALS

- Non-resident library cards will be renewed for the term of purchase; resident library cards will be renewed for two years.
- Verification of current physical residence will be required before a card is renewed.
- The parent and/or guardian may renew cards for all family members when renewing his/her card so that the expiration dates are all the same. One of the adults needs to provide the card numbers of the family members in order to update all the cards.

CARD REPLACEMENT

- ~~Replacement cost is charged for a lost card, as outlined in the [Loan Periods, Fines and Fees Policy](#)~~
- The patron must present a photo I.D., date of birth, and verification of residential address, as outlined above.

Revised ~~March 14, 2016~~ [July 10, 2017](#)

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