



DOWNTOWN LIBRARY
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10 VAN BUREN ST. | RAPID CITY, SD 57701 | 605.716.4098

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Date: July 10, 2017
To: RCPL Board of Trustees
From: Maryanne Rohrer, Policy Chair
Re: Loan Periods, Fines and Fees Policy

Date: July 10, 2017
To: Maryanne Rohrer, Policy Chair
From: Sean Minkel, Assistant Library Director
Re: Loan Periods, Fines and Fees Policy

Motion: Move to approve changes to the Loan Periods, Fines and Fees Policy allowing the library to sell stamps, deny 3rd party checks, and remove the cost for replacement library cards.

Background:

Stamps

The library would like to offer stamps for sale at cost as a service to patrons. We have had requests for these in the past and there should be little impact to staff time.

3rd Party Checks

Library supervisors recently denied a patron who wanted to use a check from another party to sign up for a non-resident library account. Most other businesses do not accept 3rd party checks and we would prefer this was stated in policy.

Replacement Fee for Library Cards

The Library currently charges \$2.00 for a replacement library card. However, the cost to have library cards printed has dropped dramatically in the years since this policy was put in place and it currently costs about \$0.25 per card.

Exact figures for the number of library cards that were replaced in the last year is unavailable, but based on two recent months we estimate that 1,000 cards are replaced annually. In comparison, the library consistently sees more than 4,000 new library accounts created annually and these patrons receive a library card at no cost.

There are two options recommended.

1. The replacement fee for library cards is removed entirely. This is the library's preferred option as it removes another barrier to service, simplifies staff interactions and maximizes the number of patrons utilizing library cards.
2. The replacement fee for library cards is reduced to \$0.25. This is in line with other fees which are based on cost to the library (printing, copying, material replacement). In this case, the revenue for fines and fees would amount to approximately \$250 annually – perhaps more as it's assumed this fee would be seen as more reasonable and more patrons may choose to replace a lost card.