

### Loans, Fines, and Fees Policy

(This policy replaces the following: Policy for Overdue Fines, Equipment Loan Policy, Policy for Lost or Damaged Library Materials, Video Loan Policy, Policy for Renewal of Print and Audio Materials)

<b>LIBRARY LOANS</b>				
<b>The following items can be checked out by registered borrowers with accounts in good standing.</b>				
<b>Item</b>	<b>Loan Period/ Age Limit</b>	<b>Renewals</b>	<b>Overdue Fines</b>	<b>Unreturned or Damaged Items Costs &amp; Fees</b>
<b>Audiobooks</b> <b>Books</b> <b>Magazines</b> <b>Music CDs</b> <b>Nonfiction</b> <b>DVDs</b>	3 weeks (no age limit)	1 auto renewal	None	<ul style="list-style-type: none"> <li>• If lost or damaged, replacement cost plus \$5 processing fee.</li> <li>• If lost item is returned or replaced within 90 days, cost and fees will be waived.</li> <li>• Patrons will be blocked after notification that items have not been returned 2 weeks after the automatic renewal period.</li> </ul>
<b>DVDs (Movies)</b>	7 days	1 auto renewal	None	<ul style="list-style-type: none"> <li>• If lost or damaged, replacement cost plus \$5 processing fee.</li> <li>• If lost item is returned or replaced within 90 days, cost and fees will be waived.</li> <li>• Patrons will be blocked after notification that items have not been returned 2 weeks after the automatic renewal period.</li> </ul>
<b>Equipment</b> <b>Wi-Fi</b> <b>Hotspots</b>	7 days	On request with exceptions	\$5/day up to cost of item	<ul style="list-style-type: none"> <li>• Replacement cost plus \$5 processing fee.</li> <li>• Patrons will be blocked after notification that items are overdue.</li> </ul>

<b>IN-LIBRARY USE ONLY</b>				
<b>The following items can only be used within the library.</b>				
	<b>Loan Period</b>	<b>Renewals</b>	<b>Overdue Fines</b>	<b>Unreturned or Damaged Items</b>
<b>Historical Documents, Laptops, Microfilm, Newspapers, Photographs Reference Collection, South Dakota Collection, Yearbooks</b>	In-library use only	None	None	<ul style="list-style-type: none"> <li>• Replacement cost plus \$5 processing fee.</li> </ul>

<b>OTHER FEES</b>				
	<b>Description</b>	<b>Limits</b>	<b>Exemptions</b>	<b>Fee</b>
<b>Out-Of-County Library Card</b>	Includes each member of family	10-item check out	<ul style="list-style-type: none"> <li>• Residents/students of Meade 46-1</li> <li>• Senior citizens (65+) from adjoining counties</li> <li>• Those who work in Sturgis</li> <li>• Other exemptions may be allowed at the discretion of the board</li> </ul>	<ul style="list-style-type: none"> <li>• \$25 annually</li> </ul>
<b>Temporary Library Card</b>	Issued for 90 days. A permanent card can be obtained with 2 forms of ID with their Sturgis or Meade County address or their Sturgis work address.	2-item check out	None	<ul style="list-style-type: none"> <li>• \$25 one-time</li> <li>• Refundable if all items are returned within 90 days</li> <li>• Refundable if a permanent library card is obtained within 90 days</li> </ul>
<b>Replacement Library Card</b>	Lost library cards		None	<ul style="list-style-type: none"> <li>• \$1</li> </ul>

<b>OTHER FEES</b>				
	<b>Description</b>	<b>Limits</b>	<b>Exemptions</b>	<b>Fee</b>
<b>Printing Photocopies</b>		Large print jobs not allowed (50+ pages)	None	<ul style="list-style-type: none"> <li>• <b>Black &amp; white:</b> \$0.15 cents per single-sided page</li> <li>• <b>Color:</b> \$1 per full page (1 side)</li> </ul>
<b>Faxing</b>		Fax service is cut off 30 minutes before closing time	No international faxes can be sent	<ul style="list-style-type: none"> <li>• <b>Outgoing:</b> \$2 first page; \$1 each additional page (up to 10 pages)</li> <li>• <b>Incoming:</b> .50 cents per page</li> </ul>
<b>Meeting Rooms</b>			Library and city programs are given priority use	<ul style="list-style-type: none"> <li>• \$50/hour for for-profit events</li> <li>• \$20 refundable cleaning deposit</li> <li>• \$100 refundable kitchen deposit</li> </ul>

Staff may make exceptions to this policy as circumstances dictate.

*Policy Revised: 5/26/10*

*Revised: 9/27/23*