

## Sturgis Public Library 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>				
The following items can be checked out by registered borrowers with accounts in good standing.				
	<b>Loan Period/ Age Limit</b>	<b>Renewals</b>	<b>Overdue Fines</b>	<b>Unreturned or Damaged Items Costs &amp; Fees</b>
<b>Audiobooks Books Magazines Music CDs Nonfiction 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>	1 week (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>Equipment Wi-Fi Hotspots</b>	1 week (17+)	On request with exceptions	\$5/day up to \$ \$100	<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> <li>• \$100 refundable deposit required for the LCD Projector.</li> </ul>

<b>IN-LIBRARY USE ONLY</b>				
The following items can only be used within the library.				
	<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Historical Documents Laptops Microfilm Newspapers Photographs Reference Collection South Dakota Collection Yearbooks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>

OTHER FEES				
	Description	Limits	Exemptions	Fee
<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>Temporary Library Card – Rally</b>	During the timeframe of the Rally	1-item check out must be returned the same day	None	<ul style="list-style-type: none"> <li>\$50 cash deposit</li> <li>refundable if item is returned same day</li> </ul>
<b>Replacement Library Card</b>	Lost library cards		None	<ul style="list-style-type: none"> <li>\$1</li> </ul>
<b>Printing Photocopies</b>		Large print jobs not allowed	None	<ul style="list-style-type: none"> <li><b>Black &amp; white:</b> .15 cents per page</li> <li><b>Color:</b> \$1 per full page</li> </ul>
<b>Faxing</b>		Fax service is cut off 30 minutes before closing time	None	<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>			<ul style="list-style-type: none"> <li>Library and city programs are given priority use</li> </ul>	<ul style="list-style-type: none"> <li>\$50/hour for non-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: May 26, 2010  
Policy Revised: March 26, 2014  
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