

Circulation Policy

Overview

There is a large investment of taxpayer dollars in the library collection. Regulations are established to provide patrons with the opportunities to use the materials while ensuring that library materials are kept in good condition for everyone to use.

Registration

Residents of the City Pierre, the City of Fort Pierre, Hughes County, and Stanley County are eligible to receive a library card at no charge. Patrons residing outside of these areas are welcome to purchase a membership for an annual fee of \$15.

Juvenile accounts (under the age of 18) can get a library card if they are linked to a parent/guardian. A parent or guardian will need to apply for a library card on behalf of the minor child. While applying for a library card, the parent or guardian will need to sign the library card application stating that they accept full responsibility for what the child accesses in or checks out from the library, including physical materials and online materials. Parents or guardians are financially responsible for any lost or damaged items on a minor's account.

Proof of residency and a government issued photo ID are required for all library patrons to obtain a library card. Proof of residency items include:

- A piece of cancelled mail
- Bank statement
- Homeowner's or renter's insurance policy
- Mortgage statement
- Pay stub
- Phone bill
- Rent receipt or lease
- Tax document
- Utility bill
- Vehicle registration

Proof of photo ID items include:

- Driver's license issued within the United States including U.S. Territories
- Non-driver's photo ID issued within the United States including U.S. Territories
- U.S. passport
- U.S. military ID
- Tribal ID

Patron information will be verified at each check out. City of Pierre, City of Fort Pierre, Hughes County, and Stanley County library cards are valid for two years. Paid patron cards are valid only for one year to collect the annual \$15 fee. Patron's card must be free of any fines and have no overdue materials listed on their account to check out materials. There will be no fee for replacement cards. However, after three replacement cards, library staff will offer patrons the option to keep their library card at the desk.

Circulation Limit

There will be a limit of 20 total items that can be checked out per library card. Family library cards can have a total of 50 items that can be checked out at one time. Family cards are defined as those library cards that include multiple residents of one household using the same library card.

DVDs

DVDs are intended for home use only. They may not be shown at public meetings and viewers may not be charged a fee for viewing. Nursing homes and assisted living facilities are considered to be home use and group viewing is allowed in such cases. MPAA ratings are voluntary ratings applied by the motion picture industry to guide people in their selection of appropriate entertainment. Patrons 17 and under are restricted from checking out R rated movies. Photo ID or proof of birthdate in Apollo will be required to prove age for checking out R rated movies.

Historical Collection

Because of the historical value of the collection and the fact that much of the material is irreplaceable, the material housed in the Glass Case of the South Dakota Room can only be used within the library.

Holds

Rawlins Municipal Library will permit a patron to reserve a book that is on loan to another patron. The request may be made by phone, in person, or through the library's email or automated OPAC. Patrons will be notified through their preferred method of contact (text message, email, or phone) when the reserved materials become available. Materials will be held for one week. If the item is not picked up within that time frame, the reserved material will be loaned to the next patron on the list or returned to the shelf, whichever is applicable.

Lost or Damaged Materials

In general, normal wear and tear of materials is expected. All materials will be inspected by library staff upon check in to assure they are in good condition before placing them back on the shelves. Rawlins Municipal Library will assess a \$5 fee per item that is damaged.

Items are considered lost after sixty days overdue. Rawlins Municipal Library will assess a \$5 fee for items not returned after sixty days. Lost or damaged fees must be paid before the patron, or any responsible juvenile(s), can check materials out. In the case of a family card, all fees must be paid before the remainder of the family members can check out. Unpaid lost or damage fees will result in the loss of electronic resources, including the Libby app, until the fees are paid.

Teacher Cards

Rawlins Municipal Library will offer free library cards to all public and private school teachers in the Pierre and Fort Pierre area. This policy does not apply to charter schools or homeschools. Teachers may stop in to get a teacher card or they may email rawlinslibrary@ci.pierre.sd.us to request a teacher card.

Teacher cards are not required to provide the above listed forms of ID. The only verification required for a teacher card will be the school email address or school issued teacher ID. Teachers can request cards in person and present a teacher ID to receive a library card. Teachers can also request a library card through email by emailing rawlinslibrary@ci.pierre.sd.us. Emails received from school email accounts (@k12.sd.us) will qualify as teacher verification. Library accounts will be created for each teacher and a username and password will be provided to the teacher along with a link to the card catalog. No physical card will be issued.

Each teacher is allowed to reserve up to ten books online per day. Rawlins Municipal Library will be offering free book delivery to schools in Pierre on Monday, Wednesday, and Fridays. Teachers will need to have the materials reserved online by 9 AM on Monday, Wednesdays, and Fridays to be delivered between 12:30 PM and 2:30 PM that same day. There will not be any Tuesday or Thursday deliveries. In Fort Pierre, a pick service will be offered. Teachers will need to have the materials reserved online by 9 AM on Tuesdays and Thursdays to have items ready for pick up between 12:30 PM and 5:30 PM that same day. There will not be any Monday, Wednesday, or Friday pickup service at the library. Rawlins Municipal Library is not available to deliver items to Fort Pierre.

If teachers wish to stop into the library and pick out materials themselves using the teacher account, they are welcome to do so. When checking out, teachers need to simply inform the staff at the desk that they're a teacher and provide the staff with their name and school's name. The staff will look up the teacher's information.

Teacher cards are for professional use only and not for personal use. Teacher library cards will be valid for only one year. Contact information will be reviewed again before the start of each school year and the cards can be renewed at that time. Should any damages occur, or items turn up as lost, the school will be responsible for those costs. If any one teacher becomes chronically overdue with library materials, borrowing privileges for that individual teacher will be revoked.

Restrictions on Borrowing Items

Patron's privilege to borrow materials may be suspended under the following circumstances:

1. Overdue items
2. Charges on patron's accounts for lost or damaged materials
3. Expired cards
4. Disruptive behaviour that resulted in suspension of internet privileges and/or library use following the Patron Code of Conduct Policy.

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