



LENDING AND FEE POLICY

The main goal of the CCL lending and fee policy is to offer transparent guidelines regarding the borrowing duration and usage parameters for library materials. Additionally, we aim to provide a clear breakdown of any fees associated with library services.

LENDING AND FEES

	LOAN PERIOD	AUTOMATIC RENEWALS*	MAY PLACE HOLDS	REPLACEMENT FEE†	PROCESSING FEE
Books	3 weeks	1 renewals of 3 weeks	Yes	Cost of Item	\$5 per item
Magazines	3 weeks	1 renewals of 3 weeks	Yes	Cost of Item	\$5 per item
Interlibrary Loan	Determined by lending library	No	Yes	Lending Library Cost	\$5 per item
Videos	1 week	1 renewals of 1 week	Yes	Cost of Item	\$5 per item
Puzzles	Bring back when you are finished.		No	None	None
Audiobooks	3 weeks	1 renewals of 3 weeks	Yes	Cost of Item	\$5 per item
eBooks	7 day, 14 day, or 21 day- determined by patron	According to vendor	Yes	None	None
Park Passes	3 days	No	No	Custer State Park Cost	\$5 per item
Early Learner Kits	2 weeks	No	Yes	Cost of Items	\$5 per kit
Laptop/ Tablet	In House Use Only	No	No	Cost of Item	\$5 per item
Projector	In House Use Only	No	No	Cost of Item	\$5 per item
Cricut Maker 3	In House Use Only	No	No	Cost of Item	\$5 per item

*Renewals may be restricted if there are holds on the item or if there is an account block in place.

†Items in new condition may be donated instead of paying replacement fees, however, a processing fee remains applicable. In cases of personal emergencies such as bereavement, hospitalization, accidents, fires, theft, or financial distress, library staff will exercise discretion in waiving charges for lost materials. Any waived fees will be documented in the patron's record.

‡Cost of Item is the list price from library vendors at the time of replacement.

MISCELLANEOUS FEES

SERVICE	NOTES	FEE
Non Resident Card	May be used by immediate family. Expires each year on sign-up anniversary. *Libby access not available.	\$35/ Year
Wi-Fi	Available 24/7. No Password required in Custer.	Free
Computer Use	Two 30 minute sessions per day. May be taken consecutively if no one is waiting.	Free
Photo Copier	Reduce, enlarge, duplex. 100 copy limit on B&W per day.	B&W \$0.10 per side. Color \$1.00 per side
Printer	A printer is connected to the desktops for printing.	B&W \$0.10 per side. Color \$1.00 per side
Interlibrary Loan	Ask for more Information.	Free * Donations accepted for postage
Electronic Resources	Available at www.library.sd.gov	Free Ask for more Information
Restricted Reference Materials	Photocopies can be made of materials not-for-loan.	Free
Study Room	The room is available for use in two-hour increments. A fee will be charged if the room is utilized for profit-oriented purposes.	\$5 per session for-profit purposes
Meeting Room	Free access is provided to non-profit organizations, while for-profit groups are subject to a rental fee.	\$10 per hour for-profit purposes
Programming Room	The availability of the Programming room is subject to the discretion of library staff.	\$25 per hour

ACCOUNT BLOCKS

Access to patron computers in the library and online books and audiobooks via Libby will be restricted if fees exceed \$10. Additionally, accounts with overdue items exceeding 30 days will have restrictions placed on them until the items are returned or the fees are settled. Furthermore, accounts that are expired, manually blocked, or flagged for verification by library staff will also be subject to restrictions.