

Circulation Policies

Library Cards

State Employee/Federal Employee Card

South Dakota State Employees and Federal Employees located in South Dakota will be issued a **State Library card**. ~~an E-Card Plus. The E-Card Plus users~~ **State and Federal employees** will have borrowing and interlibrary loan privileges through the South Dakota State Library. The ~~E-Card Plus~~ **library card** will also give the user access to the South Dakota State Library's electronic resources. The ~~card E-Card Plus~~ will expire five years after the issue date.

Citizen Card

South Dakota citizens ~~may request a library card from the SD State Library to access electronic resources. These cards do not have borrowing or interlibrary loan privileges, and will expire three years after the issue date. Because the State Library uses GeoIP that allows SD residents access to most of all of the SD State Library electronic resources~~ **WITHOUT** requiring a library card, a library card is not necessarily needed. ~~will be issued an E-Card. E-Cards are used to access the South Dakota State Library's electronic resources. E-Cards do not have borrowing or interlibrary loan privileges. E-Cards expire three years after the issue date.~~

Institution Card

Qualifying South Dakota Institutions, such as public libraries, school libraries, academic libraries, or specially designated libraries, are eligible for two cards. The Institution card has borrowing privileges for the South Dakota State Library as well as participating South Dakota Share-It libraries. The second card ~~is an E-Card with~~ has no borrowing privileges. That card is used for library patrons that wish to use the South Dakota State Library's electronic resources, but do not wish to apply for a South Dakota State Library ~~card E-Card~~ themselves.

Circulation Time

Books

Books can be checked out for 28 days. Books are available for interlibrary loan.

Serials

Serials may be checked out for three days. Serials are not available for interlibrary loan.

Audio/Visual

Audio/Visual materials may be checked out for 14 days. AV materials are available for interlibrary loan.

Reference

The South Dakota State Library reference collection is available for in-house use only. Any exceptions must be granted by the Access Services Manager.

State Documents

State documents may be checked out for 28 days. State documents are available for interlibrary loan.

Federal Documents

Federal Documents may be checked out for 28 days. Federal documents are available for interlibrary loan.

Check Out Limits

~~E-Card Plus~~ **State and Federal employees** and Institution Card holders may have ~~200~~ **50** items out at any given time. Borrowing privileges may be restricted or terminated at the discretion of the South Dakota State Library at any time. If the card holder wishes to appeal, they may contact the State Library Board for a hearing.

Renewals

If the item in question is not on a previous hold, library users may renew once. This also applies to interlibrary loan.

Hold

Circulating materials can be put on hold by library users with borrowing privileges. Materials being used for work related activities will have a higher hold priority than those for outside

pursuits. Once hold items are available, State Library Staff will contact the borrower. State/Federal employees will have the option of picking the material up at the State Library or utilizing inter-office mail. Users outside of the Pierre area will utilize the U.S. Mail or the courier, whichever is most appropriate.

Overdue/Lost/Damaged Material

The South Dakota State Library does not assess any fines or fees for overdue materials. Lost and damaged materials must be replaced by the borrower at current market prices along with a processing fee. Replacement charges are noted in SD Administrative Rule <https://sdlegislature.gov/Rules/Administrative/15591>

Display Materials

~~State agencies may request on-site displays of South Dakota State Library material. The display material will be checked out to a library card in the agency's name for the lending period appropriate for the requested material.~~

~~The borrowing agency will take responsibility for the length of time that the items are checked out. State employees are able to check out items on display; however the library must be contacted with the barcode and new borrower's library card number to effect the transition.~~

~~The borrowing agency may select and transport materials themselves or, with the permission of the Access Services Manager, delegate that responsibility to the South Dakota State Library.~~