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## Administrative Rules

### Rule 2.91 Non-Resident Services and Fees

Created: 1-14-2008

Edited: 9-1-2018

Approved: 10-12-2018

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#### I. PURPOSE

Deschutes Public Library strives to provide the same excellent level of service to all who enter local facilities. Library programs and collections are open to anyone to utilize on site without charge, regardless of residency.

Residents of Deschutes County support the library as part of their annual property tax contributions. Non-resident fees offset the cost to serve non-residents.

A non-resident card entitles users to the same privileges as a resident library cardholder.

#### II. POLICY IMPLICATIONS

Deschutes Public Library Board Policy:

“The Library Director will not fail to provide equal services to library patrons who are not residents as long as the increased competition for District Resources does not result in significant reduction of services to District Residents.” Executive Limitations Policy III-E(13).

“A significant reduction in services” shall be considered to exist when non-residents compete with District residents for limited library resources such as the circulating materials collection. In addition, due to contractual reasons, remote access to proprietary databases or applications is also unavailable to non-residents.

Non-residents are welcome to utilize library services within any of the branch libraries.

#### III. DETERMINATION OF NON-RESIDENCY

The Library serves all residents of Deschutes County. In addition, the library will grant access to services based on the following:

- Patrons who own property in Deschutes County.  
As taxpayers in Deschutes County, these patrons are providing funds that support the library mission.
- Students attending schools in the Redmond, Sisters, or Bend-LaPine School Districts.  
Charging a fee to the small number of non-resident students in local schools would not be cost-effective.
- Teachers and staff working in the Redmond, Sisters, or Bend-LaPine School Districts.

Success in reaching students relies heavily on the encouragement of the teachers and staff of the local school districts. By granting teachers and staff access to library services, regardless of residency, the library is able to garner this much needed support toward its mission to serve local students.

- Deschutes Public Library staff.

Deschutes Public Library requires all staff to be knowledgeable and fluent in services offered in order to best serve patrons. Therefore, staff are granted access to all library services regardless of residency.

- Patrons living in areas covered by Reciprocal Borrowing Agreements.

#### **IV. PROCESS FOR ESTABLISHING NON-RESIDENT FEES**

Non-resident fees shall be equitably based on tax assessment of the median value of residential homes in Deschutes County:

1. On December 1 of each year the Library will obtain from the County Assessor's Office the median assessed value of countywide residential property.
2. Non-Residents fees will be calculated by assessing a \$.55 per \$1,000.00 charge on the median assessed value figure.
  - a) To determine the annual fee the above number will be rounded to the nearest \$5 increment.
  - b) Quarterly and monthly cards will be made available. The cost for each is determined by dividing the annual fee by four and twelve respectively. A service charge, not to exceed \$10, will be added rounding the amount up to the nearest \$5 increment.
3. Upon review, the Library Directory will determine when the non-resident fees need to be adjusted to reflect the median assessed valuation. The adjusted fee will take effect at the Library Director's discretion.