

Administrative Rules

Rule 2.9 Table of Fees & Circulation Parameters

Updated: 10-11-2018

III. Rules: The following limits and fees are to be applied with the exceptions noted in paragraph IV. Circulation parameters may be exceeded when deemed prudent by circulation services personnel. Library district staff may not levy fees in excess of those designated below.

Item	Limits & Fees
Maximum holds for:	
Physical items	15
Digital items	15
Exceptions:	
Courtesy Card (patron type 12)	3
Educator Card (patron type 22)	30
Maximum number of items out	Physical/Digital
Adult Resident Card – Patron type 1	50 /15
Juvenile Resident card – Patron type 2	25 /15
Exceptions:	
Courtesy Card (patron type 12)	3/15
Educator Card (patron type 22)	100/15
Maximum number of renewals	3
Loan period for books, periodicals, CDs, Library of Things	21 days
Loan period for DVDs and Hot Titles	7 days
Loan period for book club kits	60 days
Loan period for patron types:	
Homeward Bound	
Library Rendezvous	28 days
Educator Card	
Replacement fee for library cards	No charge
Non-Resident Library Card fee for those who are not covered by the Reciprocal Borrowing Agreement (Admin Rule 2.91)	
Non-Resident Yearly Fee	\$195
Non-Resident Quarterly Fee	\$55
Non-Resident Monthly Fee	\$20
ILL Search Fee assessed when more than 5 items are in process	\$5 per item

ILL Fee - item not picked up	\$5 per item
Daily overdue fines are not assessed on children, teen, and adult materials returned after the due date effective 10/15/18 Exception: Library of Things – overdue fine assessed at 24 hours past due date	\$0 \$5
Items are automatically billed if not returned 21 days past due date	Cost or \$15 default as designated in item record
Fee for a lost item or damaged item that cannot be repaired	Cost or \$15 default as designated in item record
Maximum fee amount allowed for continued circulation privileges.	\$10
Threshold for referral to Unique Management Services (Materials Recovery Service).	\$50
Unique Management Service fee (assessed to customer) upon account referral to Unique	\$10
Copier – Black & White Fees	\$ 0.05 per page
Copier – Color Copy fees	\$0.25 per page
Printer – Black & White Copy fees	\$ 0.05 per page
Printer – Color Copy fees	\$0.25 per page
Scans & Faxes	No charge
Visitor Pass (Access Card) Cost of card is 50 cents plus 50 cent printing credit	\$1.00

Note: Courtesy Library Card (patron type 12) are residents who are unable to provide proof of Deschutes County address at the time the library card is issued. Patron type can be updated to residency card once address is verified.