

Administrative Rules

Rule 2.9 Table of Fees & Circulation Parameters

Updated: 04-06-2022

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 Digital items Exceptions: Courtesy Card (patron type 12) Educator Card (patron type 22)	15 15 3 30
Maximum number of items out Adult Resident Card (patron type 1) Juvenile Resident card (patron type 2) Exceptions: Courtesy Card (patron type 12)	Physical/Digital 100 /15 50 /15 3/15
Maximum number of renewals	3
Loan period for books, audiobook CDs, DVDs, Library of Things, Hot Spots	21 days
Loan period for Hot Titles	21 days with a limit of 3 per loan period
Loan period for magazines (periodicals)	7 days
Loan period for book club kits	60 days
Loan period for patron types: Homeward Bound Library Rendezvous Educator Card	28 days
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 Non-Resident Quarterly Fee Non-Resident Monthly Fee	\$195 \$55 \$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	\$0
Exception: Library of Things – overdue fine assessed at 24 hours past due date	\$5
Items are automatically billed if not returned 21 days past due date	Cost or \$15 default as designated in item record
Exception: Hot Titles are automatically billed if not returned at 7 days past due date	
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.