

## FEE-BASED SERVICES POLICY

**POLICY:** The Tigard Library charges fees to cover costs for specific services that only benefit individual users or a small group of users.

**BACKGROUND:** Free access to information found in a variety of formats is essential to the library's mission, but there are limits to what the public-funded library can provide free of charge. Services that benefit one user at the exclusion of others, or which prevent the reuse of the information or material provided, are examples of services subject to fees.

**RULES:** Fee-based services, include, but are not limited to: provision of computer storage media (discs or thumb drives), headphones, photocopies, and printing. Cost recovery fees are based on any or all of the following: average staff time associated with the service, cost of materials consumed and equipment maintenance and other overhead costs.