



**SPOKANE PUBLIC LIBRARIES**

**DOCUMENT #50.2**

**EFFECTIVE DATE: November 21, 1994 (Revised September 17, 2002, February 19, 2003)**

**SUBJECT: POLICY REGARDING FEES AND SERVICES TO NON-RESIDENTS**

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**1. POLICY**

- 1.1 In accordance with RCW 27.12.270, RCW 27.12.305 and other relevant state law, Spokane Public Library will provide library services to all residents of the City of Spokane without charge with the exception of normal fines and fees incurred as a result of extended materials use or loss and damage to library materials and property. Library services shall also be provided without charge to those who own property, a business, or run a non-profit within the City of Spokane corporate/municipal boundaries, and employees of Spokane Public Library and their families. Hereinafter, these groups shall be defined as "Residents" for purposes of this policy.
- 1.2 For purposes of this policy, "Non-resident" shall be residents of any municipality or area outside of the corporate boundaries of the City of Spokane.
- 1.3 Pursuant to RCW 27.12.180, 27.12.280, 27.12.240, and other applicable policies, the Board may contract annually with a governmental unit or Board of Trustees to provide library services to a "group of non-residents" otherwise served by another library system. In the event of such a contract, represented non-residents would not be assessed a non-resident fee.
- 1.4 Spokane Public Library will support cooperative efforts to advance library service in the region, and offer free access to in-library services to all library customers, regardless of residence.
- 1.5 In an effort to ensure consistently high quality service to City of Spokane residents and be accountable to funding sources, the Spokane Public Library will extend library services to non-residents for an annual fee, as determined by the Board of Trustees in consideration of per capita costs, average household cost of services for residents, and other relevant factors pertaining to the cost of services as funded by the City of Spokane. Additional fees may be set for special services as defined by the Board including requests, mailing, interlibrary loan and other services as determined by the Board. Employees of the City of Spokane not residing in the City of Spokane will receive a card without fee to support their employment needs for information and ongoing learning. In recognition of personal time contributed to the library, volunteers living outside city limits who consistently contribute time will be granted free non-resident library privileges for the duration of their volunteer tenure.
- 1.6 The Board will annually set non-resident fees for the following budget year upon adoption of the Library's annual budget by the City Council. The fees will be set

after the Board has determined that fees reflect a fair value for services and that the fees are applied equitably. The Board may elect to set alternative fees according to alternative service levels to allow non-residents to choose between different levels of services for different fees, including "basic service" and "full service."

- 1.7 At registration, library card applicants will be asked to provide proof of residency or property ownership within the municipal boundaries of, or employment with, the City of Spokane. Eligibility for services will be determined through the use of address verification documents and other documentation as set by administrative policy.