State Library of Oregon
State Library Assessment FAQ

State agencies are charged an assessment based on their use of State Library services. The assessment supports all the library's services to state government agencies and related administrative costs. Other services of the library, including the Talking Book and Braille Library and the Library Support and Development Services, are not funded by the assessment.

Why does the State Library have an assessment?

The 1993 Legislative Assembly created the State Library assessment in an effort to reduce the library's reliance on General Funds and to spread the cost of the library across all funds.

https://oregon.public.law/statutes/ors_357.203

https://www.oregonlegislature.gov/bills_laws/ors/ors357.html

How is the library assessment allocated to agencies?

By statute (ORS 357.203), the State Library biennially assesses state agencies for services provided, one-third based on agency use and two-thirds on FTE (full time equivalent) count.

- The Department of Administrative Services provides a listing of state agencies and their FTE staff count. This information is used to calculate the two-thirds portion of the assessment based on FTE.

- Agency usage of the State Library is calculated from recorded transactions collected during the 2021- 2023 biennium.

Transactions are weighted for the various types of activities or services. State Library staff have determined the weighting factors, based on estimates of the relative labor, systems support, resource materials, and processing steps required for the delivery of individual types of transactions, focusing on the staff time and effort cost for delivering the respective services.

The following weighting factors were used to develop the 2025-27 biennium assessment:

Weight Factors for Assessment Computations

ITEM	Effort/Cost Index	Calculation Basis
Patron Services: Reference and consulting	5	Per contact, 0-5 min.
	30	Per contact, 6-30 min.
	60	Per contact, 31-60 min.
	90	Per contact, >60 min.
Interlibrary loan, Document delivery (all formats)	45	Per item
Government Information and Library Services patron registration	5	Per individual registration
Instruction and Outreach: number of patrons from each agency, per session	60	Per participant

- **Patron Services** - State Library staff record and compile statistics on all reference and consulting transactions as they occur. The transactions are individually recorded by state agency and computed by the index/scale in the table above. The statistics are totaled and reported monthly, quarterly, and annually.

- **Interlibrary Loan/Document Delivery** - Transactions are recorded for each item processed and submitted in the monthly, quarterly, and annual statistics.

- **Government Information and Library Services patron registration** - Registrations are recorded as they occur and compiled for annual statistical reporting.

- **Instruction/Outreach** - The number of patrons from each agency are counted for each instructional session and the usage calculation is based on average class/presentation time of 60 (minutes).

Assessments to state agencies for library services are projected to be $10,360,662 for the 2025-27 biennium.

What does the assessment support?

The assessment supports the entire budget of the Government Information and Library Services division of the State Library and a portion of the Operations division budget. Other divisions of the library are not supported by the assessment.

What services are provided to agencies in return for their assessment payment?

Services include:
- Access to the State Library of Oregon, Government Information and Library Services website at library.state.or.us
- Reference and research support from professional librarians
- Embedded librarians to personally work with individual agencies
- General and specialized library instruction to state agency employees
- Document delivery from the library collection or other libraries via interlibrary loan (ILL)
- Distribution of state agency publications to depository libraries
- Cataloging, preservation efforts and providing access to state agency publications in print and digital formats
- State Library eClips daily news briefing service

How many Library staff provide these services?

In 2023 - 2025, the Government Information and Library Services division includes 14 FTE staff.

Who should I contact if I want more information about the State Library assessment?

Contact:

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