

Copy Machine and Printer Policy

The copy machine is for use by the public as well as for library business. The public may use the copier themselves, or library staff will assist upon request.

Instructions for printing are posted at each computer. Caution should be taken when printing from the web as patrons will be charged for all printouts, including errors.

1. The first 10 copies of paper used in black & white are free. Charge of \$.20 per page over 10. Charge per page of paper used in color is \$.50. Exceptions to the charge include the following:
2. Copy services will be provided to the library at no cost.
3. No fee will be charged for copying from non-circulating reference materials or current issues of periodicals.
4. People who bring their own paper to use in the copier or printer will be charged \$.15 per page for black & white (over 10 pages) and \$.40 per page for color.
 - a. Students with homework assignments will receive free copy service if any of the following circumstances apply:
 - a. Check out of materials will deplete or limit library resources available to others on an assigned topic.
 - b. Needed information is a brief entry in book or magazine and practicality warrants copying instead of check-out.
 - c. Copied material must be from this library.
5. Students will not be charged for printing related to a school assignment.
6. No fee will be charged to email scanned material.

Fax Machine Policy

The library maintains a fax machine primarily for supporting and enhancing library operations.

There will be no charge for faxes related to library services, i.e. reference questions and interlibrary loan.

Other fax transactions, whether for patrons' business or personal use, will be accepted. There is no fee for faxes sent within the US. There is no fee for received faxes under 10 pages. Every page over 10 is \$0.20 per page to cover the cost of paper. The fee for sending faxes outside the United States is \$10.00 for the first page; \$15.00 for three pages.

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