

Copier Policy

The copiers in the library are available for use by both staff and public. The person making copies is responsible for compliance with all copyright laws, which are posted near each copier. Because large and/or complicated copying jobs monopolize limited equipment, we ask that patrons limit copying jobs to twenty-five sheets when other patrons are waiting.

Patrons may make up to five total copies without charge when copying from library material. After the first five copies, normal charges will apply. When personal materials are brought in to the library for copying, patrons will be charged for each copy.

Charges are as follows:

Letter-sized sheet:

black and white: ten cents for one side; fifteen cents for two sides;

color: twenty-five cents for one side; forty cents for two sides

Legal-sized sheet:

black and white: fifteen cents for one side; twenty cents for two sides;

color: forty cents for one side; fifty cents for two sides

11x17-sized sheet:

black and white: twenty cents for one side; twenty-five cents for two sides;

color: fifty cents for one side; sixty cents for two sides

Unless patrons ask for staff assistance, they will be charged for all the copies they make. Patrons are encouraged to ask staff members for assistance if they are not sure how to use the equipment. Patrons who request staff assistance must remain in the library until the copying is completed.

Patrons with frequent copying requests are urged to ask a staff member to instruct them in the use of the copier so that they can do their own copying. Patrons serving themselves must check in at the circulation desk first and follow policy.

The microfilm/microfiche reader-printer fee schedule is as follows: letter-sized sheet: ten cents; legal-sized sheet: fifteen cents.

Approved by the Board of Trustees April, 2008; revised and approved on December 13, 2010; re-approval with no changes, September, 2014; re-approved with no changes, June 2017.