

Copier Policy

Printer/Copier Use Policy

Library printer/copiers are available for use by both the public and staff, subject to the following costs and guidelines.

Privacy: Machines are shared by all users in the building. There should be no expectation of privacy and multiple user's jobs may be intermingled. Patrons and staff should monitor their own confidential material in the printer/copier.

Free Copies: Patrons and staff may print up to five black and white letter size pages at no charge each day or make up to five total black and white letter size copies without charge each day *when copying from library material* such as a newspaper, magazine, or reference book. After the first five pages or 5 copies from library materials, charges below apply. When personal materials are brought in to the library for copying, patrons and staff will be charged for each copy (no free copies). Staff printing for personal use is subject to the same charges as patrons; printing materials for library use is free.

Free Scanning: There is no charge to scan materials to a USB drive. Patrons must provide their own USB drives or purchase one at cost from the circulation desk.

Printing/Copying charges:

	B/W	Color
Printing /Copies	20¢/ page	40¢/page

Copyright Compliance: The person making copies is responsible for compliance with all copyright laws, which are posted near each copier.

Large Jobs: Because large and/or complicated copying jobs monopolize limited equipment, we ask that patrons be considerate of other users.

Bad Copies or print pages: Unless patrons ask for staff assistance in making copies or printing, they will be charged for all the copies/printed pages they produce. 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; staff do not produce print or copy jobs for pickup by patrons. 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.

Approved by the Board of Trustees April 2008; revisions approved December 2010; re-approval without change, September 2014; re-approved without change June 2017; reapproved with changes July 2020; approved with changes June 2022