

## Equipment Use Policy

### Faxing Service

The FAX machine will be available for non-library applications when not being used for library business. The following rates will apply:

Transmitting:	Domestic	1 <sup>st</sup> page	\$3.00
		Each page after	\$ .50
	International	1 <sup>st</sup> Page	\$5.00
Receiving:	Toll-free/local numbers		\$3.00 total
	Domestic or international		\$ .50 per page

The FAX machine will be available for sending only during library hours. The FAX machine will be in a receive mode at all hours, except when the telephone line is otherwise in use. This will include hours when the library is closed.

### Headphones

Headphones for all equipment may be purchased from the library at a reasonable price for patron use. Headphones will not be provided by the library for equipment/computer use.

### Copier

The copier will be available for patron use, with staff assistance, when not being used for library business, during library hours. Copyright laws will apply.

The following rates will apply:

1-sided copies, 8 ½ x 11" and 8 ½ x 14"	\$ .25 per page
1-sided copies, 11X17	\$ .50 per page
1-sided color copies	\$1.00 per page
Double-sided copies will count as 2 copies	

### Laminating Service

Laminating service will be provided during library hours.

The following rate will apply: \$1.00 per lamination

### Printing from Public Use Computers

Printing from the public use computers can be done by patrons at the following rate:

Black and white printouts	\$ .25 per page
Color printouts	\$ .50-\$1.00 per page
Double-sided copies will count as 2 copies	

### Scanning

There will be no charge for scanning 10 or fewer pages; for anything in excess of 10 pages, a fee will be assessed.

### Disc Repair Service

To repair a disc for the general public, the charge will be \$3.00 per disc.

Reviewed: January 10, 2005

Adopted: February 14, 2005

Reviewed and adopted: July 9, 2007

Reviewed and adopted: July 14, 2010

Reviewed and adopted: July 12, 2011

Revised and approved: April 8, 2014

Revised and approved: December 12, 2017

Revised and approved: August 11, 2020

