

Other Services Policy

Policy Purpose

This policy is to define additional services provided by the Library and the expectations of patrons and staff regarding these services. For specialty services not listed here, contact Library staff.

Printing and Copying

Cost per standard page: \$0.10 B&W, \$0.25 Color.

Cost per legal page: \$0.25 B&W, \$0.50 Color.

Patrons must use library provided paper.

Faxing

Sending faxes is available at no cost. Receiving faxes is at the same rate as printing.

Scanning

Basic scanning to email or thumb drive is available at no cost.

Notary Services

Notary Services are \$10 and only available if a notary is present on staff. If a Library notary is not available, please contact City Hall.

Test Proctoring

Test Proctoring is available at no cost and must be arranged on a case-by-case basis at least one week in advance. The Library may choose to not proctor an exam if deemed too burdensome or exacting in its demands.