

The multi-function equipment at the West Bend Public Library is provided as a service and convenience to the public, as well as for library use.

## **1. Fax/Scanner Use**

- A. The fax/scanner equipment is available during regular library hours for library patron, visitors and business use.
- B. Only library staff will be allowed to operate the use of the fax/scanner equipment
- C. Advanced notification of an incoming fax is requested
- D. Fax fees are as follows:
  - a. Sending-- \$1 for the first page, \$.50 for each page thereafter
  - b. Receiving--\$.25 per page
  - c. Scanning--\$1.00 per file either saved to a flash drive or emailed

## **2. Photocopier/Printer Use**

- A. The copyright laws of the United States will govern the making of photocopies of copyrighted materials
- B. Wireless printing from personal devices is permitted and available during regular library hours
- C. Copy and Printing fees are as follows:
  - a. Black and White--\$.25 per page
  - b. Color--\$1 per page

Revised January 2011

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