

Public Use of Equipment (Except Computers)

Telephones

Telephones in the Library are for the use of the Library Staff and are not to be used by the general public for personal or business use. Only in special situations shall the Library Staff give patrons permission to use the phone. In these situations, Staff shall dial the number for the patron to avoid long-distance charges.

Copier

The copy machine is available to any member of the community who wishes to copy materials at the rate of \$.10 per page. This rate is for black and white copies on 8 ½ x 11 or 8 ½ x 14 size paper. If double sided, the price doubles to \$.20 per page (with print on both sides). The rates are double for 11 x 17 size paper, or \$.20 per page, \$.40 per double sided.

All color copies are at the rate of \$.50 each for 8 ½ x 11 or 8 ½ x 14 size paper, and \$1.00 for 11 x 17 size paper. No discounts allowed on color copies.

Copy machine users are advised that there are restrictions on copyrighted materials which permit, in general, no more than one copy of a page for personal use. Violations of copyright are the responsibility of the copy machine user. Copies are free (up to 25 copies) to service agencies and students for school related printing.

Free copy service of non-circulation materials is provided as a deterrent against mutilation and theft. A patron cardholder may make up to five (5) free copies per day (black & white, 8 ½ x 11 size only) from selected library materials; i.e. encyclopedia, periodicals, reference shelf books. Non-cardholders shall pay the regular copier fees.

IRS publications and forms are not considered reference as they may be obtained free of charge from the IRS. The Library will make pre-printed forms and publications available to patrons as a community service.

However, if patrons request photocopies of IRS reproducible forms and publications, the regular photocopy charges will apply.

Copies are available to the Staff and Board members free.

Laminator

As a safety measure only library staff will be allowed to use the laminator. If a patron needs a large quantity of laminating done they must drop it off to be done by library staff, and will be called when the laminating is finished. If it is a small amount the patron may wait for staff to laminate the items

Equipment and Services

Laminating shall be at the minimum rate of \$1.00 per foot up to 5 feet and .50 cents per foot thereafter. The minimum charge is \$1 and the minimum size is business card.

Fax

The Library provides fax service to the general public during regular Library hours. Patrons are not permitted to send their own faxes. Staff will do this for patrons upon request. Charges are \$1.00 per page within the United States. Faxes sent outside the continental United States are \$3.00 for the first page and \$1.50 for each page thereafter. There will be a charge of \$.10 per page for faxes received at the Library.

InSight Video Magnifier

The library will lend the InSight Video Magnifier free of charge for 30 days to patrons who are visually impaired. The magnifier will be checked out to the patron in the library system as any other item. The magnifier may be renewed for another 30 days if no other patron is waiting for it. If the magnifier is lost or damaged there will be a \$_____ charge to fix or replace the unit.