

# **Photocopy Machine Policy**

## **Wabasso Public Library**

The photocopy machine is the property of the Wabasso Public Library and is available for use by the public during library hours. The machine is capable of copying, scanning, and faxing materials. Aid and instruction in the use of these features is available from library staff.

### **Photocopying**

Copies may be made at the rate of 20 cents for a black and white copy per page, and 50 cents per page for color copies. Use of paper sizes larger than 8.5"x14" is 50 cents per black and white page, and 75 cents per color page.

Any violation of copyright is the responsibility of the library patron requesting the copies.

### **Scanning**

Scans may be made at no cost. Scans must be sent to the designated staff email, which will then be forwarded by library staff to the desired email address of the patron.

### **Faxing**

A member of the library staff will be responsible for the operation of the fax machine.

Sending a fax within Minnesota will be \$1.00 for the first page, and 25 cents for each additional page, excluding the cover letter.

Sending a fax outside the United States will be \$5.00 per page, excluding the cover page.

If a patron wishes to receive a fax at the library, the patron will be charged 25 cents per page received, including the cover letter.

There is no charge for sending or receiving information from a library in the Plum Creek Library System if used for library business.

*Approved 07-06-2021*