

**SPRINGDALE PUBLIC LIBRARY
Policies and Procedures**

Photocopying, Printing and Faxing Service and Charges - need to add Scanning

Affects: All Functions	Effective Date: February 26, 2013	Review Date: Apr. 10, 2002 August 20, 2009 February 26, 2013	Number
Signature: Name: Title: Board President			

A. Purpose

The Library provides photocopying, printing, and faxing services to the public at minimal charges.

B. Policy

Photocopying

The library provides access to photocopying equipment as a public service. The charge is \$.15/page.

Photocopy for written requests which must be mailed will be charged at the rate of \$.15 per image or a minimum of \$2.00, whichever is greater.

Photocopying is performed without charge for libraries using the interlibrary loan system with which reciprocal agreements have been made. If no such agreement is in effect, then the requesting library is charged the current photocopying fees.

Printing

All computers in the library are capable of printing either to a connected or networked printer. The cost of all paper use is \$.15/page, with the exception of the ORION public-access terminals, which is free. The cost of color prints is \$.50/page.

Faxing

The library provides telefacsimile service to the public as a courtesy. Cost per page is \$1.00 for both sent and received pages.

C. Applicability

D. Responsibility

E. Appendices