

## Printing and Copying Fees

The following fees, based on actual cost (supplies and maintenance), will be charged to all persons desiring to make copies or prints from public Library records or of personal documents at the Library. Staff, trustees, volunteers and members of the public will be required to pay the same fee for personal copying and printing as listed.

### Printers

**Laser printer** (8 ½" x 11" and 8 ½" x 14") **10 cents**  
available for printing in public and staff areas (black & white and color)

### Photocopiers

**Black and white photocopier** (8 ½" x 11" and 8 ½" x 14") **10 cents / 20 cents duplex**

**Color photocopier** (8 ½" x 11" and 8 ½" x 14") **10 cents / 20 cents duplex**

### Other Services

**Portable data storage devices** **Current market price**

**A typewriter is available at no charge with the customer providing his/her own paper. If a customer does not provide his/her own paper, it will be available at a cost of 1 cent per page.**

*The Library Director has the discretion to change rates if and when costs increase and/or decrease as allowed under the statute and the Access to Public Records Policy. The Board will receive an updated chart of charges with each revision. The cost per copied or printed black and white or color page will not be lower than 10 cents.*

*Every other year at the time the Board is scheduled to review this policy, staff will determine the amount that paper and ink has increased for equipment used by the public since the policy was established in 2002.*

### 2017 Costs

**Per sheet of paper for printers and copiers is \$0.01.**

**Toner cost for printers and copiers is \$.012 for Black & White and \$0.078 for Color.**

*The cost for the public will be increased accordingly to closely match the inflation of supply and equipment cost for making single black and white plus color copies. The cost will increase in increments of 5 cents so the cost will not be raised until the actual cost has inflated to at least 5 cents.*

*If a customer requires copies and the Library owns no machine capable of reproducing a public record in the preferred format, the customer may check the item out of the Library. For items that do not circulate, the individual may take the item to a vendor with the advance approval of the Library Director or the Library Director's designee.*