

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") available for printing in public and staff areas	10 cents
Black and white	10 cents
Color	20 cents

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") **20 cents / 40 cents duplex**

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

The Executive 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 Library 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 Library Board is scheduled to review this policy, staff will determine the amount that paper, ink, toner and maintenance has increased for equipment used by the public since the policy was established in 2002.

2019 Costs

Per sheet of paper for printers and copiers cost in 2019 is \$0.01.

Toner/ink/maintenance costs for printers and copiers is \$0.089 for Black & White and \$0.162 for Color.

The cost for the public will be increased accordingly to closely match the inflation of supply and maintenance 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 patron requires copies and the Library owns no machine capable of reproducing a public record in the preferred format, the patron 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 Executive Director or the Executive Director's designee.