

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

The Executive Director has the discretion to change rates 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.