



Photocopier Policy

-Approved by Library Board July 8, 2002

-Revised April 14, 2003

Paying for copies

Copying is done on an honor system. Please tell staff at the desk how many copies you have made and make payment at that time. Photocopies cost .10 per copy for both letter and legal size. Double-sided copies are .10 per sheet. 11x17 inch copies can be made on request for .20 per page.

Patrons are responsible for bad copies, unless the bad copy is caused by a mechanical problem and a staff member has been notified before multiple copies are made. Please make a test copy before making multiple copies of an item. Staff members are happy to assist in making copies or to show patrons how to use the copy machine correctly.

Paper refills, paper jams, and other problems

Please call staff to help with adding paper, paper jams, and other problems. Patrons are not allowed to add paper themselves or to access inner workings of the copier.

Large volume copying is not allowed

The main purpose of the library's photocopier is for patrons to make needed copies of library reference materials, such as tax forms, encyclopedia articles, etc. As a public service, patrons may make limited use of the photocopier for other purposes.

The library reserves the right to limit patron use of the photocopier for making multiple copies of items like flyers. Patrons may use the copier for small runs of up to 50 copies. Because large volume copying interferes with other patron use of the copier, large volume copying is not allowed in the library. Patrons who need to make more copies of an item are asked to use the local office supply store (Pyramid on Main St. offers copying) or a copy center.

Specialty copying

The library does not offer the public copies on colored or other specialty paper. These may be obtained at Pyramid or a copy center.

Copyright

Copyright laws of the U.S. may govern your copying. Copies of individual articles and small portions of books may be legal when it is for personal use only. It is usually illegal to copy entire books or entire issues of periodicals. However, many publications authored by U.S. and state governments are not copyrighted and may be copied in their entirety. If you have questions on copyright ask to speak with one of the librarians.

Penalties for misuse

Users who have misused the photocopy machine or not followed policies may be banned from using the library photocopier.