

PRINTING, COPYING, AND FAXING POLICY

Printing from Library Computers:

- Copies made from the computer printers are \$0.10 per page for black and white and \$0.25 per page for color.
- Patrons are responsible for all pages printed including mistakes.

Photocopying:

- Copies made from the photocopier are \$0.10 per side.

Faxing:

- The Flint Public Library fax machine is available to the public to either send or receive documents. An 8 ½ x11" copy of the document must be provided in order to transmit. If not, a photocopy must be made and regular photocopy charges will apply.
- Charges for sending outgoing faxes will be \$2.00 for the first page and \$1.00 for each additional page. Incoming charges will be \$0.50 per page. Faxes concerning Flint Public Library business may be sent without charge or restrictions.
- Patrons may not use phone cards.
- Documents may be sent and picked up during normal business hours, but may be received by the fax machine 24 hours a day.
- A member of the staff will attempt to reach the patron if the fax is clearly marked with the name, address and phone number of the patron. The library does not deliver or persistently try to notify patrons when material is here. Material will be held for 3 days at the circulations desk.
- The library will try to maintain confidentiality when processing a fax, but makes no guarantees as to privacy, quality or reliability of the fax services.
- Those wishing to use the fax services must be aware that the library services are the staff's first priority. While faxing will be done as soon as possible, the library patrons must take precedence.
- Revenues generated by the public use of the fax machine will be submitted to the town accountant.

Adopted: 11/8/93

Reviewed: 11/13/95; Reviewed: 10/7/96

Amended: 4/14/97

Reviewed: 12/9/02

Amended: 10/15/13; Amended: 6/9/14 (combined print, copy & fax)

Reviewed: 5/13/19