

PRINTING, COPYING, SCANNING, AND FAXING POLICY

Printing:

- Printing costs are \$0.10 per side for black and white (B&W) and \$0.25 per side for color.
- Patrons are responsible for all pages printed, including mistakes. Each document sent to the printer is placed in a queue, and each document must be released from the queue by a staff member at the circulation desk in order for it to print.

Photocopying:

- Copies made from the photocopier are \$0.10 per side for B&W and \$0.25 per side for color.

Scanning:

- Scanning services are available at no charge.
- Several scanners are available, including a flatbed scanner for single-page documents or bound materials and a scanner capable of handling documents comprised of multiple loose pages.

Faxing:

- The Flint Public Library fax machine is available to the public with the aid of a staff member. An 8 ½" x 11" single-sided copy of the document must be provided in order to transmit. If not, a photocopy must be made, and regular photocopy charges will apply. Coversheets are available upon request and will add to the page count and cost, if used.
- The charge for sending or receiving faxes is \$1.00 per page.
- Fax fees must be paid in cash or by check made out to "Town of Middleton".
- Documents may be sent and picked up during normal business hours, but may be received by the fax machine 24 hours a day.
- If the incoming fax is clearly marked with the name, address, and phone number of the patron, a library staff member will make an attempt to notify the recipient, but staff does not deliver to or repeatedly try to notify patrons. Material will be held for three (3) days at the circulation desk.
- The Library will try to maintain confidentiality when processing a fax, but holds no responsibility for the privacy, quality, reliability, or success in sending or receiving public faxes.

Revenues generated by the use of the Library's printers, photocopier, and fax machine are 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
Amended: 4/11/22