

PUBLIC USE OF LIBRARY EQUIPMENT

PHOTOCOPIER

Patrons may make photocopies at a rate of .10 per copy for black and white copies and .50 per copy for color copies. There is no charge for the first five copies of reference material which does not leave the library. Library staff members offer assistance with photocopying.

FAX

Patrons may send and receive fax transmissions at the library. Patrons will be charged \$1.00 for each page of outgoing faxes and .10 per page for incoming faxes. Library staff members operate the fax machine.

COMPUTERS

The library provides public computers with Internet access and Microsoft Office software. There is an initial time limit of 2 hours, but if no patrons are waiting, the time limit may be extended. The library charges .10 per page for black & white prints and .50 per page for color prints.

CHILDREN'S COMPUTERS

The library provides computers with educational games and Internet access in the children's wing. Children under the age of eight must be accompanied by an adult when using the computers.

LAPTOP COMPUTERS

Please see laptop policy on page 24

TELEVISION, DVD PLAYER AND PROJECTOR

The television, dvd player and projector are available for use within the library. There is no charge for use; however, arrangements must be made in advance.

Revised 11/2016
Amended July 24, 2018