



# Lee Public Library

## Photocopier, Fax Machine and Printer Policy

The photocopier and public access printer are available for use by persons and organizations other than the library. The photocopier and printer operate on a self serve basis, with payment due at the circulation desk at time of use.

Black and white photocopies/printouts are \$.20 *per side*; color photocopies/printouts are \$.50 *per side*.

Students with school assignments requiring use of materials that cannot be checked out may make up to five free **black and white photocopies per day**; additional photocopies, including all color copies, will be charged the current rate. The five free school copies waiver *does not* apply to printouts from the public access printer.

Town committees and private non-profit groups may make photocopies at \$.10 *per side* for black and white, \$.25 *per side* for color.

Receipts for photocopies and printout fees will be issued upon request.

**Please note that the library does not keep sufficient cash on hand to make change in amounts larger than \$5. If the staff is unable to make change for larger bills, the customer's photocopies/printouts will be kept at the checkout desk until the patron is able to return to the library with the exact payment. IOUs will not be issued.**

Copy machine and public access computer users are subject to the provisions of copyright law. The responsibility for determining any copyright restrictions and for obtaining all necessary permissions rests with the person making or requesting photocopies or printouts. Further information about copyright law may be found at the U.S. Copyright Office's website: [www.copyright.gov](http://www.copyright.gov)

Library staff may waive photocopier and printer fees on a case-by-case basis.

The Lee Public Library has a fax machine for library and public use. The charge for all out-going faxes will be \$1.00 per page.

Payment for fax usage may be made in cash or by check (check made out to Lee Public Library.)

Receipts will be written upon payment of printing or faxing fees. Receipts will not be issued if payment has not been made.