

### **PHOTOCOPIER POLICY**

1. Charges: 20 cents per copy for all sizes except 11" x 17". Copying on 2nd side is considered another copy.
2. 40 cents per copy for 11" x 17" size.
3. Copying is done by staff members only.
4. Patrons may use their own stationary only if approved by library staff. The charge of 20 cents/ 40 cents per page will still be assessed to cover ink cartridge costs.
5. Copy quality: If the chance exists that copy quality may not be good because of temporary problems with the copier, one sample may be made at no charge. After that point, the patron is responsible for payment of all subsequent copies.
6. One free black and white copy will be available to patrons from reference books, non-circulating encyclopedias, and non-circulating magazines. Three free black and white copies will be available to students working on homework and other school assignments.
7. Receipts will be available upon request.
8. U.S. Government works are not copyrighted and may be reproduced with no restrictions.
9. All other photocopying should be applied to the fair use rule. Fair use, generally speaking, allows copying of a limited amount of materials without permission from, or payment to, the copyright owner. One may reproduce a copyrighted work for criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research without infringing on copyright.
10. It is required that the Copyright Stamp be used on all photocopies of copyrighted works. It is permissible to stamp the first page of each item photocopied only.

### **MICROFILM READER/MICROFICHE READER/PRINTER USE**

1. Patrons not familiar with the reader/printer should ask staff for assistance and lessons in the correct use of the machine.
2. Only one reel of microfilm should be removed from storage boxes at a time to avoid mistakes in boxing.
3. Copies from the reader/printer are 20 cents per page.