

## PRINTING/PHOTOCOPYING/FAXING POLICY



### **Services:**

The Brandon Public Library shall have available for public use a printer, photocopy machine and fax machine. Fees apply. All printed items are the responsibility of the Library patron using the computer. Library Staff cannot be responsible for errors in printing. It is up to the user to check printer settings prior to printing.

### **Fees:**

#### **Public Printing and Photocopying**

Black and White: \$0.10 per page per side

Color: \$0.25 per page per side

*If printing for school or job related, there is no charge.*

*If they bring in their own paper, community organization prices apply.*

#### **Community Organizations**

Black and White: \$0.06 per page per side

Color: \$0.15 per page per side

#### **Fax:**

\$0.50 per page for all outgoing and incoming faxes.

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Board Approved: 12/04/2012