

## **Chambers County Library System Photocopy, Printing, and Fax Machine Policy**

### Copyright

The person making copies is responsible for compliance with all copyright laws. The laws are posted near each copier.

### Photocopying

Making enlargements or reducing material can require more than one copy to be made. All copies must be paid for, not just the final "good" copy. The staff is always ready to assist patrons.

Various sizes, weights, and colors of paper are available for use. White paper is standard; ask staff for assistance otherwise.

### Photocopy and Print Charges

Students are allowed 5 free copies from reference or circulating materials in the library, and non-students are allowed 5 free copies from non-circulating reference materials. Items may also be printed from the computers. Five pages are allowed free of charge for students using those pages for homework. After the first 5 copies, the library charge is:

Black and white copies	10 cents
(or black ink on colored paper as available)	
Color copies (colored ink)	50 cents

The general public is charged at the rate of 10 cents per page beginning with the first page printed.

### Fax Machines

Local or "800" calls to send faxes are free of charge. Calls to long-distance numbers are charged 50 cents per page. Incoming faxes cost 10 cents per page.

### IRS Forms

Tax forms provided by the U.S. government in bulk to the libraries are free of charge to library patrons. Copies produced for patrons by the staff or on library copiers are 10 cents per page.

Receipts for printing and faxing can be provided by the library staff.

Approved by the Chambers County Library Advisory Board - May, 2001  
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