

SERVICES POLICY

COPIES & SCANNING

The following fees will be charged for black and white copies and scanning at Presque Isle District Library, including ALL locations:

1. All personal use by patrons and non-patrons will be charged the following rates:
 - a. **25 cents** per copy & scan for 8 ½” by 11” paper
 - b. **30 cents** per copy & scan for 8 ½” by 14” paper
 - c. **40 cents** per copy for any paper larger than 8 ½” by 14”
 - d. **10 cents** additional per copy for two-sided copies
 - e. **50 cents** per copy for any graphics (photos, pictures, graphic designs, or other graphical items that use more than a normal amount of ink.)
2. All copies from non-circulating materials and resulting from Internet usage will be charged the following rates:
 - a. The first **two copies of TEXT** are free
 - b. **25 cents** per copy thereafter
 - c. Only one (1) copy is allowed for any single item. Multiple copies may be made on the copy machine.

All personal use, except reference, will be restricted to a total of **30 copies per visit**, unless, prior permission has been given by the shift supervisor.

Patrons or persons using the copy machines are expected to make their own copies. Presque Isle District Library staff will give instructions and assist in making copies only as time allows. All other patrons will be served prior to assisting anyone with copies.

Student copies

- First 10 pages from internet or non-circulating material are free
- After the first 10 pages regular printing prices will apply

FAX

Fax services will be available to the general public in the branch libraries.

The charges for this service will be as follows:

- To send (domestic phone numbers): \$2.00 for the first page
\$1.00 for each additional page
- To send (international phone numbers): \$5.00 for each page
- To receive: \$1.00 for the first page
\$.50 for each additional page

LAMINATING

- Card Size: \$1.00
- Letter Size: \$1.50
- Legal Size: \$1.75
- Menu Size: \$2.00

COPYRIGHT

It is the intent of the Presque Isle District Library to comply with Title 17 of the United States Code, titled “Copyrights”, and other federal legislation related to the duplication, retention and use of copyrighted materials.

A notice of copyright will be prominently placed on the library’s photocopiers.

Library staff will refuse to duplicate any materials if doing so would violate copyright law.

Library patrons copying any materials on library machines are solely and fully responsible for using the materials in compliance with relevant copyright law. Unless otherwise labeled, audiovisual materials are for personal and home use only.

Adopted: October 12, 2016

Amended: October 10, 2018, January 13, 2020