

Policy for Photocopying, Printing, and Faxing Charges

The North Manchester Public Library charges library patrons for photocopying and printing.

1. Photocopying is defined as any copy created with a photocopying machine.
2. Printing is defined as any copy created with a computer printer, a scanner, or any other device that creates an image on paper.
3. Faxing is defined as sending or receiving a fax via telephone line from the library.

Current Fees:

- Black and White Photocopying is \$.10 a page
- Color Photocopying is \$.25 a page
- Black and White Printing is \$.10 a page
- Color Printing is \$.25 a page
- Faxing is \$1.00 per page

These fees apply to:

1. Copying and printing by the public using library equipment.
2. Faxing by staff on behalf of the public.
3. Copying, printing, and faxing done by library staff to answer genealogy questions requested by patrons.