

## Coloma Public Library Policy Manual

### Printing Services Policy

#### Costs for Printing Services

	<b>If Made by Patron</b>	<b>If Made by Staff Member</b>
Standard size (8 1/2" by 11")	10 cents per page 15 cents per page double-sided	15 cents per page 20 cents per page double-sided
Legal size (8 1/2" by 14")	15 cents per page 20 cents per page double-sided	20 cents per page 25 cents per page double-sided
Ledger size (11" x 17")	Staff assistance is required for Ledger size copies	25 cents per page 30 cents per page double-sided
<b>COLOR</b> Standard size (8 1/2" by 11")	25 cents per page 45 cents per page double-sided	30 cents per page 50 cents per page double-sided
<b>COLOR</b> Legal size (8 1/2" by 14")	35 cents per page 65 cents per page double-sided	40 cents per page 70 cents per page double-sided
<b>COLOR</b> Ledger size (11" x 17")	Staff assistance is required for Ledger size copies	80 cents per page 1.50 cents per page double-sided

The Coloma Public Library provides basic printing and copying service as a public convenience. For specialized or high-quality print jobs, a professional print shop is recommended. The Library will provide print shop referrals upon request.

There is an increased risk of machine malfunction and damage when non-library supplied paper is used in copiers and printers. Individuals must first check with staff who will determine suitability of the paper. Staff may authorize use of laser-jet safe paper when appropriate. A higher staff assistance rate will be charged for printing with supplied paper.

The Library may decline print requests that are extensively large or take inordinate amounts of time.

Individuals may make their own copies at a discounted rate; and will reimburse the library for all copies made, good or bad. The Library will not charge patrons for bad copies made by staff error.

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

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