

### Printing and Faxing Services Policy

PRINT/COPY	COST
Black & White	15¢ per page for a single-sided copy. 30¢ per page for a double-sided copy.
Color	30¢ per page for a single-sided copy. 60¢ per page for a double-sided copy.
FAX	\$1.00 per page with a cap of \$10 per fax job. *One fax job = 30 pages.

The Coloma Public Library provides basic faxing, 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.

Individuals will reimburse the library for copies made.

There is an increased risk of machine malfunction and damage when non-library supplied paper is used in library equipment. Individuals must first check with staff who will determine suitability of the paper. Staff may authorize use of laser-jet safe paper when appropriate.

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

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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