

Equipment Use Policy & Fee Schedule

Printing and Copy Machine Guidelines

- The Library can copy materials for patrons at the front service desk.
- Printing can be done on any of the public access computer stations.
- \$.10 cents per side for a black and white copy or print.
- \$.25 cents per side for a color copy or print.
- \$.10 cents extra per copy/print for cardstock or paper larger than 8.5x11.
- Copies and prints will print at the front service desk and payment can be made at the circulation desk when all prints/copies are completed.

Faxing Guidelines

- The Library can send and receive faxes for patrons at the front service desk.
- Sending Fax \$.50 per page.
- Receiving Fax \$.10 per page.
- Confirmation page will print at no cost to patron.

Scan to Email

- The Library can scan and email materials to patrons from the printer stations.
- The Library asks for a \$1.00 donation for scan to email services.
- Scans will only be emailed directly to the user and will not be emailed to third parties.

Mobile Device Printing

- The Library can help you print from your phone, table, or laptop to the Library printer. Stop by the front desk for instructions and help.

Printing for School (Kindergarten-12th grade)

- School related black and white copies or prints up to 15 pages (projects, homework, essays, etc.) will not be charged for children in kindergarten through 12th grade. This is up to Library employees discretion.

Community Room Equipment Guidelines

- The Carter Memorial Library has several equipment options available during community room rental.
 - Projector
 - Projector screen
 - Speaker
 - Lapel microphones that can be used in conjunction with the speaker
- Any damage to the equipment during time of use will be charged to the user.