

Library Auxiliary Services

AA_LS_LS_10

Responsible Officer
Shelby Carroll
Responsible Office
Library
Approving Body
Board of Trustees
Approval Date
2019-11
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2019-11
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2021
Departmental Impact
Library

Policy Statement

The library has several printers, a scanner, and a photocopier available for patrons.

Policy Procedures

The guidelines for using printers, scanners and copiers are as follows:

Printing

- The library has several printers available for patrons.
- Locations: [Casual Zone](#) and near the Desk
- Cost for black and white: nothing
- Cost for color: 50 cents per page

Scanning

- The library has a scanner available for patrons.
- Location: near the Desk
- Cost: nothing

Photocopying

- The library has a photocopier available for patrons.
- Location: near the Desk
- Cost for black and white: nothing
- Cost for color: 50 cents per page