

# Library Auxiliary Services

## AA\_LS\_LS\_10

Responsible Officer  
Shelby Carroll  
Responsible Office  
Library  
Approving Body  
Board of Trustees  
Approval Date  
2019-11  
Last Revision  
2019-11  
Re-evaluation Date  
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