

## **Dr. Grace O. Doane Alden Public Library Copy Policy**

As a special service, the Library provides copiers for public use.

### **Charges are as follows:**

**Copy Machine and Computer Printers: Black Ink - \$.20 per page/\$.40 for double sided  
Color Ink - \$.40 per page/\$.80 for double sided**

Copier is located near the Circulation Desk (staff use only) and a self-service copier is located by the adult computers. Copies must be paid for at the time of service and paper may be requested at the circulation desk.

Each printed page registers as a copy; two-sided (front and back) pages will be charged as two copies. Incorrect or unwanted copies due to copier user error will be charged. Incorrect copies due to copier malfunction will not be charged.

Only paper approved by the librarian may be used in the copy machine.

The main copier at the circulation desk may only be used by a member of the library staff. Patrons may be requested to wait for copies if staff is busy or one staff member is on duty when a patron wants multiple copies. Staff will not be allowed to make copies of copyrighted materials.

Copiers may not be used for any illegal purpose.

Adherence to the Copyright Law, Title 17 of the United States Code, is the responsibility of the copier user.

Copiers will be turned off 15 minutes prior to the Library closing.

The director will make any final decision necessary for compliance with the rules and regulations for copyrighted materials and may refuse to copy any materials, which are in violation of the copyright law.

**Revised and Approved by the Dr. Grace O. Doane Alden Public Library Board of Trustees:**

**1997**

**2011**

**September 2021**

**2002**

**January 2013**

**2006**

**March 2018**