copying and printing Policy

The copiers located in the public area of the Library are for public use. New staff should familiarize themselves with the operations of all public copiers and printers, as patrons will ask questions regarding their use that staff will need to answer competently. The copier in the staff area is not for public use.

Black and white copies are billed at the rate of 10¢ per side for letter and legal size papers, while 11 x 17” copies are 15¢ per side. Color copies are billed at the rate of 25¢ per side for letter and legal size papers, while 11 x 17” copies are 30¢ per side.

Patrons making copies of non-circulating materials—such as reference and Indiana Room collections—or copies of blank tax forms, may make up to five black and white copies free of charge. After making their five free copies, additional letter and legal sized black and white copies are 10¢ per side, while 11 x 17” copies 15¢ per side. These fees apply whether patrons bring their own paper or not.

There are microfilm reader/printers located in the Indiana Room and available for patron use. Patrons who use these machines to print will receive their first five pages free, then pay 10 cents per page thereafter.

Patrons receive a 50¢ “credit” each day for printing from Library workstations or through mobile printing. Any additional pages are charged 10¢ per side for black and white, and 25¢ per side for color. If patrons provide their own paper, copies are still charged 10¢ per side for black and white, and 25¢ per side for color.

These rates apply whether printing from APL workstations or through mobile printing.