

YARMOUTH TOWN LIBRARIES PRINTING POLICY

The Yarmouth Town Library provides printing, faxing and scanning services for its patrons.

Most of these services are provided free of charge. However, nominal fees for some services are charged to patrons in order to make the service self-supporting or more cost-efficient.

Each patron is responsible for all charges in accordance with library's fee schedule. Failure to pay for printouts at the time of printing may result in the suspension of computer and/or copier privileges.

The staff will provide assistance whenever possible.

SCANNING

The Library staff will scan and email documents for those who need this service. Library users may use the Library's flatbed scanner, but the device is aging out of use and is dependent on public computer availability.

FAXING

Library staff will send and receive faxes for Library users.

Fees:

Copying/Printing Black and White: 15 ¢ per page

Copying/Printing Color: \$1.00 per page

Faxing: \$1.00 per job; over 10 pages, \$1.00 for each 10 pages

Scanning: no charge

Approved by the Yarmouth Town Library Board

August 20, 2020

Updated with new fees: 1-19-23