



Parke County Public Library

## Policy for Printing, Photocopying, Faxing, and Scanning Fees

The Parke County Public Library offers printing/copying, faxing, and scanning services for patrons for a nominal fee.

### I. Self-Service Printing & Photocopying

- a. Black and White printing/copying:
  - i. \$0.15 per page - all sizes
  - ii. \$0.30 per page - double sided, all sizes
- b. Color printing/copying:
  - i. \$0.50 per page - 8 ½ x 11
  - ii. \$0.50 per page - 8 ½ x 14
  - iii. \$1.00 per page - 11 x 17
  - iv. \$1.00 per double-sided page – 8 ½ x 11
  - v. \$1.00 per double-sided page – 8 ½ x 14
  - vi. \$2.00 per double-sided page – 11 x 17
- c. These printing/copying charges apply, even if you supply your own paper.

### II. Staff-Assisted Faxing

- a. The Library offers outgoing and incoming fax services. Faxing of documents will be done by the library staff. A confirmation page is given with each fax that is sent to indicate the success or failure of the fax. The Library will receive incoming faxes if contacted and informed of when to expect the transmission, whom the incoming fax is addressed to and who will be paying for it. If a fax is received unexpectedly and/or unclaimed for more than 2 days, it will be discarded. Contact the circulation desk at **765-569-5544** if you are having a fax sent to the Library. Our fax number is **765-569-5546**.
- b. Documents may be faxed within the continental United States only. International fax service is not available.
- c. The Library is not responsible for errors due to poor image quality, problems on the receiving fax end, incorrect fax numbers or other related problems.
- d. Charges for sending faxes are as follows; **\$1.00** for the first page, **\$.25** for each following page when sending. **\$.20** for each page when receiving. We only fax to U.S. area codes whether local or toll-free numbers.
- e. Please note: we cannot send double-sided pages in a fax, therefore copies may be necessary and those fees will also apply.

### III. Staff-Assisted Scanning

- a. The library offers scanning services as well. Scans are **\$.10 each page** and can be emailed or saved to a USB drive.