

POLICY MANUAL

Fallon County Library Baker MT

Photocopier / Printer Policy

Patrons may use Library printers and/or copiers to obtain copies for their personal use. Each copy produced on a Fallon County Library printer will be charged a fee. Black and white copies will cost \$.10 each. Color copies are pro-rated: \$.25 for one quarter of a page; \$.50 for one half of a page; \$.75 for three-quarters of a page; and \$1.00 for a full page. Paper furnished by the patron for his personal projects must be of high quality to avoid jamming the copier; the cost per copy will remain the same.

Fallon County Library reserves the right to refuse to make copies of any material if the Library deems the copy to be a violation of copyright law.

The Library will reciprocate without charge with other county offices in the event of a copier breakdown or unavailability of use.

Reviewed/Approved: 04/12/2016