

Public Access Copier

A copy machine with basic functions is available in the library for public use.

1. The cost of copying is
 - \$.10 per page for 8 ½ inch by 11 inch copies
 - \$.10 per page for 8 ½ inch by 14 inch copies
 - \$.20 per page for 11 inch by 17 inch copies.

2. The copy machine provides basic functions only; library staff
 - a. are not permitted to use the staff copy machine to provide copy services unavailable on the public access copier (e.g. two-sided copying, copying on colored paper or on paper provided by the patron, enlarging or reducing, etc.)
 - b. are not permitted to load any paper in the public access copier other than that provided by the library nor may they reload paper in order to make two-sided copies on the public access copier.

3. The public access copier will be turned off ten [10] minutes before the library closes for the day.

4. The Worth Public Library District is not responsible for the misuse or malfunction of the copy machine.

Approved: January 12, 1999

Revised: August 12, 2008

Reviewed and approved: May 11, 2010

Kari Fickes
President Board of Trustees