

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 x 11 inch copies
 - \$.10 per page for 8 ½ inch by 14 inch copies
 - \$.20 per page for double-sided 8 ½ x 11 inch copies
 - \$.20 per page for double-sided 8 ½ inch by 14 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. 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.
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

Reviewed and approved: April 11, 2017

Thomas Lee Miller
President, Board of Trustees