

# WABASH CARNEGIE PUBLIC LIBRARY

## Public Printing and Faxing Charges

### Printing Costs for Public Copier

#### Copiers

The library has two copiers for public use at the library. One copier is upstairs near the Circulation Desk while the other one is downstairs in the Children's Room area in the far corner. The one upstairs can provide copies in black and white. It also can provide color copies too. The copier downstairs can only provide black and white.

If one uses the copy machine upstairs to e-mail documents, there will be a confirmation sheet that is generated. There is a 15 cents fee for the confirmation sheet.

#### Black and White copies

	One Side (per sheet)	Two Side (per sheet)
8 ½ x 11	\$.15	\$.25
8 ½ x 14	\$.15	\$.25
11 x 17	\$.30	\$.50

#### Color copies

	One Side (per sheet)	Two Side (per sheet)
8 ½ x 11	\$.50	\$.75
8 ½ x 14	\$.50	\$.75
11 x 17	\$1.00	\$1.50

Patrons cannot use card paper or photo paper with the copiers. Cost to use one's own paper will be the same price as the library's charge. Since the library is NOT a copier store or specialists in this area, the library's copiers for public use are for **basic photocopying**.

### Printing Cost for Public Computers

The library provides public computers for patrons to use. There is a public printer upstairs (at the Information Desk) and one downstairs in Youth Services Department.

*Black and White copies:* \$.15 (per sheet)

*Color copies:* \$.50 (per sheet)

### Printing Cost for Fax Machine:

The library has one fax machine for public use. Patrons can send faxes but faxes cannot be received here at the library.

\$1.00 per page sent (not including WCPL cover sheet)

Board of Trustees

Adopted 9/17/13; 12/13/16