

Access to Public Records Fees

The following fees, based on actual cost (supplies and maintenance), will be charged to all persons desiring to make copies or prints from public Library records at the Library. Staff, trustees, volunteers and members of the public will be required to pay the same fee for personal copying and printing as listed.

Printers

Laser printer (8 ½ " x 11" and 8 ½ " x 14") **25 cents**
available for printing in public and staff areas (black & white and color)

Photocopiers

Black and white photocopier (8 ½ " x 11" and 8 ½ " x 14") **10 cents / 20 cents duplex**

Color photocopier (8 ½ " x 11" only) **50 cents (library materials) [\$1.00 duplex]
\$1.00 (non-library materials) [\$2.00 duplex]**

Other Services

Portable data storage devices **Current market price**

A self serve fax machine is available in the Teen and Adult Services Department. Both local and international faxes may be sent, with payment made using major credit cards. The cost for faxes is set by the company providing the fax machine and may be changed at any time.

Use of the Library's fax machine is available to the public at the discretion of Library staff for making local fax connections. The cost of sending local faxes only using the Library's fax machine is \$1.00 per page.

A typewriter is available at no charge with the customer providing his/her own paper. If a customer does not provide his/her own paper, it will be available at a cost of 1 cent per page.

The Library Director has the discretion to change rates if and when costs increase and/or decrease as allowed under the statute and the Access to Public Records Policy. The Board will receive an updated chart of charges each year. The cost per copied or printed black and white page will not be lower than 10 cents. The cost per copied or printed color page will not be lower than 50 cents.

Every other year at the time the Board is scheduled to review this policy, staff will determine the amount that paper, ink and lease has increased for equipment used by the public since the policy was established in 2002.

**Per sheet of paper for printers cost in 2011 is \$0.01.
Toner cost for printers is \$.019 for Black & White and \$0.029 for Color.**

**Per sheet of paper for copiers cost in 2011 is \$0.01
Maintenance [including lease & toner] of copier equipment cost per copy in 2011 is \$0.07.**

The cost for the public will be increased accordingly to closely match the inflation of supply and equipment cost for making single black and white plus color copies. The cost will increase in increments of 5 cents so the cost will not be raised until the actual cost has inflated to at least 5 cents. The amount that the Library has expended during the 3 months prior to the Board reviewing the policy will be used for this cost analysis. For example, if the Board reviews the policy in June, the costs paid in March, April and May will be used for the cost basis.

Per page charges for printers include printing from word processing as well as from assorted databases and the Internet.

If a customer requires copies and the Library owns no machine capable of reproducing a public record in the preferred format, the customer may check the item out of the Library. For items that do not circulate, the individual may take the item to a vendor with the advance approval of the Library Director or the Library Director's designee.