

## **Fees for Services**

The East Morgan County Library has as its mission the provision of free and open access to information in varied formats. However, there are limits to what can be provided with budgeted funds. Therefore, the East Morgan County Library District Board of Trustees has determined that some services will be provided on a cost recovery basis, passing the cost of these expanded services on to the user.

### **Copies and Printing**

- The copier is staff operation only.
  - Copies and printouts are \$.10/page (no differentiation between color and black and white, or different sizes)
- Large copy jobs may require a short wait time and patron may be asked to leave the materials and pick the completed copies up at a later time.
- Reference: As many as 25 pages of reference material may be copied or printed per patron per day. Reference material includes, but is not limited to, specific pages in non-circulating material, newspaper copies and printouts from library databases. Librarian discretion will be used to determine if a material falls under this category.
- Scan to Email: Patrons may have documents scanned to their email address. There is no charge for this service.

### **Fax Services**

East Morgan County Library District provides outgoing fax service. Materials and information may be requested by incoming fax and requests will be treated in the same manner as telephone reference questions.

Staff will adhere to copyright restrictions when faxing materials. A copyright violation warning will be affixed to the front page of copyrighted materials being faxed. Staff may refuse to fax materials that would violate copyright laws.

- Faxed papers have the following fees:
  - \$.25/page, incoming or outgoing.
- There is NO charge for the cover sheet, whether incoming or outgoing unless the cover sheet is the only sheet being sent or received. Then the charge will be \$.25 for the cover sheet.
- When a copy of the material to be faxed is necessary, \$.10 per page will be charged. These copies become the property of the patron.
- Faxes that are unable to be sent will be returned to the patron without charge. Fees will only be collected after the fax is sent.
- EMCL makes no claims as to the receipt of any faxed materials.

- Items faxed to the library for pickup will be dated and held for 1 week (7 days) only. After that time, the materials will be shredded.

**A fee of \$15.00 will be charged for all checks returned due to insufficient funds.**

**Accepted: September 1999**  
**Combined with Copier Use Policy, Fax Policy and Checks Returned Due to Insufficient Funds Policy**  
**Approved: October 2015**  
EMCL General Service Policies