EQUIPMENT USE

1. Personal computers are available to patrons on a first-come, first-served basis. There is no charge for use of the computers; however, in order to make the service available to as many patrons as possible, a time limit of one hour for usage has been imposed. Library staff is available for general assistance in using the computer, however, staff members are not expected to train patrons in the use of application programs.
2. A printer is available. Prints will cost 15 cents for black and white and 50 cents for color and must be paid for at the conclusion of the session. (See the Internet Use policy for more information)
3. A photocopy machine is available for use (by staff) at the rate of 15 cents per page. Patrons are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the patron.The photocopy machine is available for scanning (by staff). Scanning will cost 10 cents per page with up to a ten page limit.
4. Fax service is available at the cost of $1.00 per sheet, both for sending and receiving. Photocopying costs may apply.
5. A variety of equipment is available for checkout following the library's circulation policy.
6. Laminating is a service provided by the library. Standard paper size laminating is $1 per page. ID badge sizes are $1 per page. Legal size laminating is $2 per page.
9. Book and document covering services are provided by library staff. Book covers and standard size document covers cost $3 each. Smaller items using leftover covering materials cost $1.

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