

**Chambers County Library System
Policy on Photocopying, Printing, and Faxing**

Copyright

The person making copies is responsible for compliance with all copyright laws. The laws are posted near each copier.

Photocopying

.25 cents each

Making enlargements or reducing material can require more than one copy to be made. All copies must be paid for, not just the final "good" copy. The staff is always ready to assist patrons.

Various sizes, weights, and colors of paper are available for use. White paper is standard; ask staff for assistance otherwise.

Printing

Black and white and color prints **.25 cents each**

Only registered library users are allowed 5 free pages per week.

Faxing

Local or toll free faxes are free of charge. Long-distance faxes are charged **.25 cents per page**. Incoming faxes cost .25 cents per page.

IRS Forms

Tax forms provided by the U.S. government in bulk to the libraries are free of charge to library patrons. Copies or prints produced for patrons by the staff or on library copiers are **.25 cents per page**.

**Approved by the Chambers County Library Advisory Board - May, 2001
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