Photocopy, Print, Scan, and Fax Policy

Warren County Library

The Warren County Library provides photocopiers, printers, scanners, and faxes (collectively, "equipment") for public use as a convenience for its members. Fees for the photocopiers, printers, and fax machines are established by the Warren County Library Commission.

When assisting with the equipment, staff will not knowingly violate copyright law. Users of the equipment must adhere to the U.S. Copyright Law (Title 17, U.S. Code) when copying and scanning materials subject to copyright.

Mishandling, tampering, or interfering with the machines is prohibited. Users who damage any equipment will be charged for the actual costs to repair the equipment.

The Library is not responsible for any damage to any user's materials or the loss of any data or consequential or other damages arising out of the use of any Library machines.

Photocopying

Photocopiers are self-service and, with the exception of assisting users with a disability, staff is not available to make copies.

The Library attempts to maintain its equipment in good working order; however, the Library is not a retail print or copy shop. Copies are for convenience of Library users only and those seeking high quality printing or copies are directed to local printing businesses. The Library will reimburse only for the first copier malfunction or first poor quality copy. That copy must be presented to the Library staff, who will destroy it.

Photocopies are available in letter (8.5″ x 11″) and legal (8.5″ x 14″) size.

Costs per side for photocopies are $0.10 for black and white and $0.25 for color. Photocopies can be made on both sides of a single page, however, this does not reduce the total cost of the copy job.

Copies are produced only on standard paper contained in the Library's printers. Users may not introduce their own "stock" or types of paper, labels, transparencies, envelopes, or any other media into the Library's photocopiers.

Users are not permitted to photocopy Library materials if damage to the Library material or photocopier may occur.

Printing

Printers are self-service and, with the exception of assisting users with a disability, Library staff is not available to make prints.

Prints are available in letter (8.5″ x 11″) and legal (8.5″ x 14″) size.

Costs per side for printing are $0.10 for black and white and $0.25 for color. Prints can be made on both sides of a single page. However, this does not reduce the total cost of the print job.

The Library will reimburse only for the first printer malfunction or first poor quality print. That print must be presented to the Library staff, who will destroy it.

Prints are produced only on standard paper contained in the Library's printers. Users may not introduce their own paper, labels, transparencies, envelopes, or any other media into the Library's printers.

Remote Printing

Users can print from mobile phones, tablets, or laptops, both remotely and within the Library premises.

Print jobs can be sent to the Library printer from anywhere with Internet access. Print jobs will only be held for forty-eight (48) hours after they are submitted.

Prints are available in letter (8.5″ x 11″) and legal (8.5″ x 14″) size.

Costs per side for printing are $0.10 for black and white and $0.25 for color. Prints can be made on both sides of a single page, however, this does not reduce the total cost of the print job.

Prints are produced only on standard paper contained in the Library's printers. Users may not introduce their own "stock" or types of paper, labels, transparencies, envelopes, or any other media into the Library's printers.

Scanning

Users may use the Library's public scanner to scan documents or images to either their own USB flash drive or to an email address. **Please note:** Some USB flash drives may not be supported. The Library is not responsible for ensuring that all USB flash drives work with the Library's public scanner. Users shall be responsible for ensuring that their USB flash drive works with the scanner.

Users shall be responsible for doing their own scans on a self-serve basis. Library staff will not perform scans with the exception of assisting users with a disability.

Scanning is available free of charge.

Users are responsible to ensure that their USB flash drive does not contain any computer virus, malware, or other element, which may cause harm to the Library's scanner or computer network/system. Users are not permitted to scan library materials if damage to the scanner may occur. Users who cause damage to any Library system/network or to the Library's computer system or networks will be charged for the actual costs to repair the system/network.

Faxing

Only outgoing fax transmissions are permitted.

Faxing costs $1.00 per page. A maximum of ten (10) pages (including the cover page) may be faxed at a time.

Confirmation that faxes have been sent are emailed to the email address users provide during the faxing process. Printed confirmation pages are not provided.

Users shall be responsible for sending their own faxes on a self-serve basis. Library staff will not send faxes for others with the exception of assisting disabled users.

The Library is not responsible for successful transmission of faxes nor is the Library responsible for any damage or loss of data or consequential damage arising out of the use of this service.