

Policies

REFERENCE AND OTHER COPYING/PRINTING

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GENERAL

The library may charge for photocopying and printing at photocopiers and printers to defray financial costs, conserve resources, and ensure equity-of-access standards. The establishment of printing fees is also authorized by the library's Internet Use Policy.

AUTHORITY

Library staff members are authorized to waive photocopying and printing fees in extraordinary circumstances. Regular fee waivers for persons or entities (e.g., the Friends of T.B. Scott Library) may be authorized by the Library Director. The Library Board has the authority to establish and revise photocopying and printing fees.

REFERENCE COPYING/PRINTING

As a reference service, the library will provide an individual patron up to 5 pages of free photocopying per visit of specific information found only in reference books which may not leave the library building.

The library will provide an individual patron up to 5 pages of free staff-assisted printing per visit of specific information found only on the Internet.

Reasons for this policy include:

1. Students frequently need information found only in reference books or online and often do not have time to do research here, nor are they prepared for photocopy charges.
2. This policy helps prevent the theft of or damage to expensive reference materials that are restricted to use on the library premises.
3. The Internet has become a major source of reference information.