

Photocopy Machine Policy
Westbrook Public Library

The photocopy machine is the property of the Westbrook Public Library and is available for use during library hours. The machine is capable of copying, scanning, and faxing materials.

Photocopying

Copies may be made at the rate of 25 cents for a black and white copy per page, and 50 cents per page for color copies.

Any violation of copyright is the responsibility of the library patron requesting the copies.

Scanning

Scans may be made at no cost. Scans must be sent to the designated staff email, which will then be forwarded by library staff to the desired email address of the patron.

Faxing

A member of the library staff will be responsible for the operation of the fax machine.

Sending a fax within Minnesota will be \$1.00 per page, excluding the cover letter.

Sending a fax outside the United States will be \$5.00 per page, excluding the cover page.

There is no charge for sending or receiving information from a library in the Plum Creek Library System if used for library business.

Approved 11-10-21