

## **POLICY**

<b>SUBJECT:</b>	<b>Printing</b>
<b>APPROVED BY:</b>	<b>Board of Library Trustees</b>
<b>APPROVAL DATE:</b>	<b>September 27, 2012</b>
<b>EFFECTIVE DATE:</b>	<b>September 27, 2012</b>
<b>NEW ( ) REVISED ( X )</b>	

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The library charges 10 cents per page for black and white prints and 25 cents per page for color prints made by patrons from library computers, printers and photocopiers. Children using children-designated computers/printers are exempt from the printing charge. Children using general public computers/printers must pay for printouts.

The library will not issue CASH refunds for printing errors or lost pay-for-print cards.

The library will provide reprints in the following situations:

- Printer paper jams.
- Toner/ink is low.
- Print is smudged or otherwise unreadable.
- Any equipment or system error occurs.

The library will NOT provide reprints in the following situations:

- Patron printed the wrong page numbers.
- Patron printed the wrong document.
- Patron printed too many copies.
- Patron made any other error, such as failing to select the correct options in "Print Preview" before printing.