

Mountainside Public Library Printing, Copying and Faxing Policy

Printing from Library Computers:

- Copies made from the computer printers are \$0.10 per page for black and white and \$0.20 per page for color.
- Patrons are responsible for all pages printed including mistakes.

Photocopying:

- Copies made from the public photocopier are \$0.10 per page for black and white.
- Large, double sided, or color copy jobs can be done by a staff member on the staff photocopier for \$0.10 per page black and white, \$0.20 per page color with prices doubled for double sided copies.
- Copies on the staff copy machine will be done as soon as possible, but staff will not leave the circulation desk unattended in order to make copies.

Faxing:

- The Mountainside Public Library is able to send faxes but not receive faxes for the public. An 8 ½ x11" copy of the document must be provided in order to transmit.
- Charges for outgoing faxes will be \$1.00 per page for faxes going to a number within New Jersey or a toll-free (1-800) number and \$2.00 per page for faxes going outside the state of New Jersey.
- The library will try to maintain confidentiality when processing a fax, but makes no guarantees as to privacy, quality or reliability of the fax services.
- Those wishing to use the fax services must be aware that the library services are the staff's first priority. While faxing will be done as soon as possible, the library patrons must take precedence.