POLICY ON PHOTOCOPYING, PRINTING, & FAX SERVICES FOR PATRONS

REVISIONS: March 15, 2011, October 20, 2009**,** July 18, 2006, October 15, 1996, December 14, 1993

APPROVED: July 15, 1988

POLICY NUMBER: 4.02

RELATED POLICIES: Borrower's Policy

STATUTORY REFERENCE: United States Code; Title 17 and all Copyright Law

SCOPE: This policy documents that federal copyright law applies to all use of WCLS equipment and sets the charges for use of WCLS equipment for copying, printing and faxing.

A. Patron Photocopying; Printing from Internet Computers: The Whatcom County Library System provides public photocopy machines and computer printers in its branch libraries as a service to its patrons. Copies and printouts for patrons are $.10 per page for black-and-white printing, and $.50 per page for color printing.

B. Photocopying and Printing from Library Resources: Library patrons may copy or print out up to ten pages per day from non-circulating materials or the catalog and database computers free of charge. Library Staff may provide up to twenty pages per day at no cost in response to a patron's request or reference question.

C. Public Use of Fax Machines: Fax machines may be available for public use. A fee may be charged for this service.

The Library System will make every effort to establish procedures and policies that will meet the requirements of the copyright law.

Adopted by the Whatcom County Library System Board of Trustees:

_____
Board Chairperson

____/____/____
Date