



**PHOTOCOPYING AND PRINTING  
SERVICES FOR PATRONS POLICY**

**REVISED:** September 16, 2014, 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 4.01

**STATUTORY REFERENCE:** United States Constitution, Article I, Section 8; 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 and printing.

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**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.

**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:

Signed by Deb Lambert \_\_\_\_\_  
Board Chair

9-16-2014  
Date