**Special Services Policy**

1. Photocopier

* Patrons are responsible for copying their own materials on the coin-operated copier. Black and white copies are 15 cents per exposure. Reproducible tax forms are also 15 cents per exposure. Color copies are 25 cents per page. Copying, either black and white or color, requiring staff assistance is 50 cents per exposure.
* The patron assumes the responsibility for copying materials in accordance with copyright laws.

# Fax

* A Fax machine is available for public use with staff assistance. Charges are $1.00 per page for sending and receiving. The cover page has no charge. Maximum charge is $20.00.

1. Audiovisual Equipment and Electronic Equipment

* All audio-visual equipment is loaned for two days. Equipment available for check out includes a LCD projector, overhead projector, laptop, laptop speakers and screen. Patrons borrowing equipment must be 18 years of age and possess a current library card. All fines must be cleared before materials will be loaned.
* HotSpots are loaned for a period of one week. Patrons borrowing HotSpots must be 13 years of age and possess a current library card. All fines must be cleared before materials will be loaned.
* Any equipment not returned by the date and time due will carry a late fee of $5.00 per day.  All fines must be paid before checking out additional materials.  If equipment is repeatedly returned late or damaged the patron will lose equipment borrowing privileges.

Reviewed November 2021