BARTHOLOMEW COUNTY PUBLIC LIBRARY

POLICY FOR PHOTOCOPYING, PRINTING, AND FAXING CHARGES

A. Bartholomew County Public Library charges all library users and library staff for photocopying and printing in accordance with Indiana Law.
   1. Photocopying is defined as any copy created with a photocopying machine.
   2. Printing is defined as any copy created with a computer printer, a microform printer, a scanner, or any other devise that creates an image on paper.
   3. Faxing is defined as sending a fax via telephone line from the library. BCPL does not receive faxes.

B. Minimum and maximum fees for photocopying and printing are set by Indiana Law.
   1. As required by Indiana Law, these fees are uniform throughout all BCPL departments and are uniform to all users and staff.

C. Current fees:
   1. Photocopying fee is 10 cents per page.
   2. Color printing fee is 25 cents per page.
   3. Black-and-white printing fee is 10 cents per page.
   4. Faxing is $1.00 per page

D. These fees apply to all:
   1. Copying, printing, and faxing by the public using library equipment.
   2. Copying, printing, and faxing by library staff using library equipment.
   3. Copying, printing, and faxing library staff or public to answer genealogy queries using library equipment.

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