

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 device 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.