

Auxiliary Services Policy—Perry Carnegie Library

Copies—Color/Black & White

Credit will not be extended on faxes, copies, printing or any other services provided by the library. Payment must be provided at the time of service.

Black and White Copies	Color Copies
25 cents a page with a 10 cent per page discount if the patron makes their own copies.	50 cents a page; with a 10 cent per page discount if the patron makes their own copies.

- A double sided copy will be charged as two pages.
- Patrons can bring their own copy machine paper; the price for printing will remain the same. Card stock is not permitted in the copy machine or printer.
- Employees of the City of Perry receive free black and white photocopies while on duty and performing official job functions.

Notary

There will be times this service will not be available due to staffing levels.

Faxing

A cover sheet will be provided by the library. There is not a charge to fax the cover sheet unless more than contact information is included on the cover sheet. Faxes will only be made to numbers in the United States.

Rates:

Outgoing: \$2.50 (first page), \$0.75 (each additional page)

Incoming: \$0.75 (each page)

Research Assistance

Due to staffing and time constraints, the Perry Carnegie Public Library will limit their research assistance to reader's advisory, ready reference questions and assisting in locating materials to allow the patrons to research the topic.

Perry Library will not provide in-depth research where the research will take more than 15 minutes of time. We will assist in finding the materials for the patron to look through, or recommend the use of a database. Regrettably, we don't have the staffing to research in depth reference questions.

The Noble County Genealogical Society will assist with genealogical questions based on volunteer availability.

We are not able to trouble shoot individual's personal laptops, or other devices.

Telephone

At the discretion of library staff, minors may make short, local phone calls in order to arrange for transportation from the library. What constitutes a short and/or local phone call, shall be made by library staff. Library telephones are meant for official business, and determinations will be made with this in mind.

Supplies

The Library maintains pencils, pens, and scrap paper for patron use. Other than these items, staff will not furnish office supplies or paper cutters for use by patrons.

Approved by the Library Board/City Council October 16th, 2017

Laminating

Persons purchasing laminating pouches from the library may use the laminator in the library. Laminating must begin with half an hour or more before closing and must be finished before closing. Library/library staff are not responsible for damaged items.

11" by 17" \$1.00

Legal \$0.75

Letter \$0.50

Business Card \$0.50

Scanning

If a patron brings their own device, they can scan documents for free on the copy machine (providing the copy machine has that functionality). If the staff scans the pages, we will use our own device and send the copy via email to the patron. \$2.00 for the first four pages and \$0.25 a page for each additional page.

Laminating & Scanning approved by the City Manager on July 14th, 2020