

Information Services Guidelines



THUMB
DRIVE

—————→ \$10.00



FOLDER

—————→ \$1.00



EARBUDS

—————→ \$2.00



EAR
PLUGS

—————→ FREE

Print & Print from E-Mail

Cost: \$0.20 per page (black and white only)

Color printing is not available.

Express printing by email is available for your convenience.

The library has limited printing capabilities. If a print job exceeds these limitations, staff may recommend using an alternative printing service.

Please note:

- We will not accept print jobs that exceed **20** attachments.
- All materials must be sent in **10** emails or fewer.

We are unable to print:

- Screenshots or images that use large amounts of ink (e.g., text messages in dark mode, or screenshots with black bars at the top and bottom)
- Documents with heavy graphics or dark backgrounds

Patrons are responsible for cropping or editing files before printing.

Print jobs will not be released until payment is received.

All printed pages must be paid for. No exceptions. No refunds.

We ask that those using the public computers follow these printing guidelines as well.

The library reserves the right to limit or decline print jobs based on equipment or resource limitations.

Fax

Cost: The first page is \$1.75 - Each page after is \$1.00 (Ex: a 3 page fax = \$3.75)

If you are faxing more than 5 pages, staff may recommend an alternative faxing service. Staff are not responsible for faxes that cannot be delivered.

Copy

Cost: \$0.20 per page (black and white) - \$0.50 (color - only available for physical documents; we can make color copies but not color prints from a file)