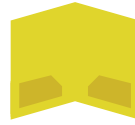


# Information Services Guidelines



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)