

DATE: 9/03
REVISED: 6/22

PUBLIC SERVICE

(3.20) Copying and Faxing

The Juneau Public Libraries offer public copying for a fee of \$0.15 per page for black and white and \$0.50 per page for color. Faxing is offered for a fee of \$0.50 per page.

The following rules apply to public copying and faxing at the Juneau Public Libraries:

Copying

A self-service public copier is provided at each facility. Copiers downtown and at the Valley are coin-operated. At the Douglas Library, the patron pays at library service desk on completion of copying. Patrons are encouraged to request instruction from staff in use of machine. Mistakes (such as wrong size paper) are charged to patron.

For non-circulating library materials, five (5) pages may be copied free of charge. Copying of tax forms and other IRS publications is at the patron's expense.

A reduced rate of \$0.05 per copy shall be charged for in-house copying of municipal documents that are not available in digital form. If the copy is lengthy, staff may arrange a time during closed morning hours for patron to use copier.

Faxing

All pages, including blank or trailing pages, must be paid for. If receiving a fax, the library user must be present. The Library will not call to notify users that a fax has been received. Unclaimed faxes will be discarded after 24 hours.

International faxes are not allowed.