

Policy 3.8: Standard Fees for Technology Use

Approved and Adopted by Board of Trustees December 11, 2025

The District Library branches are NOT professional copy / print services and reserve the right to deny large or difficult print requests.

If it uses paper and toner, we charge as follows:

- A. *Fax machine:*
 - a. Sending:
 - i. \$1.00 for first page. \$.10 for each page after
 - b. Receiving:
 - i. \$2.00 for first page, \$.10 each page after.
- B. *Scanning*
 - a. Scanning to Email/USB: FREE
- C. *Coin-Op Copier (Self-serve)*
 - a. \$.50 per side for color
 - b. \$1.00 per double-sided for color
 - c. \$.10 per side for black and white
 - d. \$.20 for double-sided black and white
- D. *Staff Scanning Required*
 - a. Pages 1-10
 - i. \$.50 per side for color
 - ii. \$1.00 per double-sided for color
 - iii. \$.10 per side for black and white
 - iv. \$.20 for double-sided black and white
 - b. After 10 pages
 - i. \$5.00 service fee added
- E. Large copies requiring staff help
 - a. per staff discretion
 - b. by appointment only