

## COPY and FAX POLICY

Gilford Public Library provides copying, scanning, faxing and printing services to the Gilford community. The services and cost associated with the services are listed below.

Sending and receiving faxes are \$1.50 for the first page, \$.50 for each additional page with a maximum charge of \$5.00. Faxes are sent on a self-service basis at the copier where directions can be found. Staff will assist as time allows. If the fax does not go after 3 tries, the customer must send it at another time. The library will make every attempt to notify customers when faxes are received. Faxes not picked up after 7 days will be destroyed. The library's fax number is 603-524-1218.

Scanning and copying are self-service at the main copier, but staff will assist as time allows. Printing is available at all public access computers and customers must pay for ALL copies at the Circulation Desk. There is also a printer available for customers to print from any Wi-Fi enabled device.

- Black and white copies are \$.10/pg.
- Color Copies are \$.25/pg.
- Scanning can be emailed or placed on flash drives at no cost.

The library has the capability to print photographs using an exclusive photo printer. Prints are \$.25 per page from a computer, cell phone, email, or flash drive. A Librarian will assist in this service.