

EQUIPMENT USE

1. Use of the microfilm reader/printer will be on a first-come/first-serve basis. Preference will be given to out-of-the-area guests. Copies are \$0.10 a page.
2. A typewriter is available for public use on a first-come/first serve basis.
3. Photocopier use:
Non-library provided paper must be approved for use by staff.
Black and white copies are \$0.10 a page (\$0.50/11x17).
Color copies are \$0.50 a page (\$1.50/11X17).
4. Faxing:
 - a. Information requests from other libraries will be handled first. Discretion will be used in sending material; i.e. mail instead of fax a 20-page photocopy if there is no great urgency for the material.
 - b. The library will receive faxes for patrons at the cost of \$1.00 per document.
 - c. The library will send out faxes at the cost of \$1.50 for the first page and \$0.25 per page thereafter.
5. Computers
 - a. See Computer and Internet policies.
6. LCD Projector
 - a. See Projector policy.
7. A digital photo/slide converter has been purchased for patron use in-house or at home. Help will be provided as necessary.