

NORELIUS COMMUNITY LIBRARY

AVAILABLE SERVICES POLICY

The following services are available at the library for minimal fees.

Copy Machine:

1. The following guidelines regarding the copier will be observed:
2. Patrons printing without staff assistance are responsible for the cost of all copies regardless if they did or did not intend to print out the overages.
3. If patron has engaged staff assistance and the staff has made the error, the patron will not be charged for the overage.
4. This applies to all copies, black & white and color regardless of the size of copies made or if the copies are queued from patron computers or Wi-Fi printing from personal devices.
5. The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The person using this equipment is liable for any infringement.

Black & White copies:

8.5 x 11	One side \$0.15	Double sided \$0.20
8.5 x 14	One side \$0.15	Double sided \$0.20
11 x 17	One side \$0.20	Double sided \$0.30

Colored copies:

8.5 x 11	\$1.50 per side
8.5 x 14	\$2.00 per side
11 x 17	\$2.50 per side

Card Stock copies:

8.5 x 11	\$0.25 in addition to the printing charge
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Laminating:

1. The laminator will accommodate pieces 24" wide or less.
2. Thickness of pieces may determine the likelihood of successful adhering of the laminate.
3. The thicker the pieces are, the less likely of proper adhering of the laminating film.
4. The patron is responsible for separating all pieces prior to and upon completion of the lamination process.
5. Completed laminating is available the following business day.
6. Laminating dropped off Friday will be available on Monday.

The patron agrees to hold the library and the City of Denison harmless for any damage to pieces subjected to the laminating process.

Laminating \$1.00 per foot regardless the size of item to be laminated

FAXES:

The following guidelines regarding fax use will be observed:

1. All fees must be paid when fax transmission takes place.
2. No charge will be made for sending or receiving interlibrary loan requests.
3. Local recipients of incoming fax documents during normal Library hours will be notified if possible.
4. The patron agrees to hold the library and the City of Denison harmless for any misdirected FAXES.
5. In lieu of FAXING, a Scan-To-Email option is available at no charge.

Sending FAXES	\$1.00 first page, \$0.50 per page thereafter.
Receiving FAXES	\$0.50 per page

6. The same fax sent to two separate numbers is considered two separate faxes. The fees for the second fax will be \$0.50 per page for all pages.
7. Faxing services are suspended 15 minutes prior to closing.

Notary:

The library offers complimentary Notary services to our patrons.

1. Patrons seeking notary services must present the following:
 - Unsigned but appropriately completed documents
 - A photo ID (for validation purposes)
2. Form must be signed by patron in the **presence** of the Notary.
3. Forms signed prior to seeking notary services will not be validated and witnessed by the Notary.
4. Notary services are suspended 30 minutes prior to closing.

Approved July 23, 2024