

Print, Copy, Scan, and Fax Policy

The Kimberly-Little Chute Public Library is pleased to provide printing, scanning, copying, and fax services to the public. Library users needing these services will be accommodated as soon as possible, but regular library operations will take priority. These services are provided on a limited basis as described in the policy below.

Policy

The use of all scanners and copy machines are subject to U.S. copyright law. All patrons will be responsible for all scanned materials in accordance with all copyright laws. Library staff will not assist in making copies, scans, and faxes of materials from a source deemed in violation of federal copyright laws and regulations.

Printing & Copying

1. The library offers a black & white public photocopier for self-service, as well as full-color printing capabilities from public Internet computers or staff facilitated access to a color photocopier.
2. Printing costs are \$.10 per printed side of page for black and white and \$.25 per printed side of page for color. These charges will apply even if the patron's own paper is supplied.

Scanning

1. Library staff will scan documents or photos up to a maximum size of 11"x17" in size.
2. Scanned materials can be emailed to or saved to a USB flash drive provided by the patron.
3. There is presently no fee for this service, but costs may be determined as needed.

Fax

1. The library's fax numbers are as follows:
 - a. James J. Siebers Memorial Library (Kimberly) – 920.788.7516
 - b. Gerard H. Van Hoof Library (Little Chute) – 920.788.7827
2. All faxing of documents will be performed by library staff.
3. Fax transmissions will cost \$2.00 for the first page and \$1.00 for each additional page up to \$10.00. These basic charges are for calls placed within the United States only. If a document has 2 printed sides, each side will count as a page (i.e. 2 double-sided documents would cost \$5.00 - \$2.00 for the first page and \$1.00 for each additional printed side).
4. International transmissions will be charged an additional \$1.00 per page (i.e. \$3.00 for the first page, \$2.00 for each subsequent page).

5. Incoming faxes will cost \$1.00 per page. Incoming faxes will be filed in manila folders in alphabetical order by receiver's last name and will be held for 7 days and then shredded. Patrons expecting a fax must call the library to see if their fax has been received.
6. Documents must be in a condition acceptable by the fax equipment. Paper to be faxed must be letter or legal size. Proper copy is the patron's responsibility.
7. All payments must be prepaid before faxing out or receiving an incoming fax.
8. A fax cover sheet is available upon request. The cover sheet will be counted as an additional page sent.
9. A call placed to a busy signal will be resubmitted up to a maximum of 5 times at no additional charge. If the fax cannot be transmitted, prepaid fees will be refunded in full.
10. The library is not responsible for successful transmission of outgoing or incoming faxes, nor is the library responsible for any damage, loss of data or consequential damage arising out of the use of this service.