



Public Printing, Copying, and Scanning Policy

Printing

The Chili Public Library offers black and white and color printing. The charge for printing in black and white is \$.20 per page and color printing is \$1.00 per page. Print jobs can be retrieved at the circulation desk using a six-digit job number issued by the computer or by presenting a library card. Unclaimed print jobs will be deleted after two hours. Please note patron's use of paper from an outside source in the public printer is left to the discretion of the Library's staff.

Copying

The Library offers only black and white copying options. The charge for copying a black and white (one-side) page is 20 cents. The charge for copying a double-side black and white page is 40 cents. The copy machine accepts currency for payment. . Please note patron's use of paper from an outside source in the public photocopier is left to the discretion of the Library's staff.

Scanning

The Chili Public Library also offers one self-serve scanning station. It may be used on a walk-up basis. There is no charge for this service. Scanners are useful to transmit documents such as an email, a resume, or to send attachments. When you are scanning, you are converting the print text, records, and documents into PDF files, JPEG, or Word documents. Scanned images can be printed, emailed, or saved to removable storage media (i.e. USB flash drive). Library staff can provide basic assistance for scanning, however, written instructions are located next to the scanner. USB flash drives may be purchased for \$10 at the circulation desk.