Approved by the Chili Public Library Board 10/22/13;

Revised 3/25/25

Public Printing, Copying, and Scanning Policy

The Chili Public Library provides essential printing, copying, and scanning services while maintaining security, fairness, and ease of use for patrons. Library employees are not responsible for the content being printed or copied. Patrons are expected to comply with copyright laws and the library's acceptable use policy. Staff may monitor printing activities to ensure compliance with library policies. Refunds for printing or copying errors are generally not issued, as use of the equipment is the patron's responsibility.

Printing from public computers and mobile devices

The Chili Public Library offers black/white and color printing from public computers and mobile devices. Library staff will provide basic instructions on how to use the printing equipment. For patrons with disabilities or those who need extra assistance, staff may offer more hands-on help with operating the equipment. Staff will help patrons upload documents for wireless printing from personal devices. The charge for printing a black/white (one-side) page is 20 cents, and for color (one-side) page is $1.00. Print jobs from public computers can be retrieved at the circulation desk when patrons present their guest pass or library card number. Print jobs from mobile devices can be retrieved when patrons present their email address. Unclaimed print jobs will be deleted after two hours. Library supplied paper is only used due to service contracts with printer vendors.

Copying

The library offers black/white and color photocopies. Library staff will provide basic instructions on how to use the photocopier. For patrons with disabilities or those who need extra assistance, staff may offer more hands-on help with operating the equipment. The charge for copying a black and white (one-side) page is 20 cents, and for (two-sides) is 40 cents**.** The charge for color (one-side) page is $1.00 and for (two-sides) is $2.00. The copy machine accepts currency for payment. Library supplied paper is only used due to service contracts with copier vendors.

Scanning

The Chili Public Library offers self-serve scanning to a USB drive or email. There is no charge for this service. Library staff will provide basic instructions on how to use the photocopier scanner. For patrons with disabilities or those who need extra assistance, staff may offer more hands-on help with operating the equipment. USB flash drives may be purchased for $10 at the circulation desk.