



## **Antlers Public Library**

### **Additional Services**

Several extra services are provided for the convenience of our patrons.

#### **Printers**

The library has several printers connected to the public use network. Before printing, patrons should ask a librarian for help to insure that only the desired information is printed and that the correct printer is selected.

Printouts can be made from Internet sources, documents created on the library computers, or from documents stored on patron disks, flash drives, or camera storage mediums. Some patron created documents may not print if the file is not in a supported format.

**The copyright law of the United States [Title 17 U.S. Code] governs the making of photocopies or other reproductions of copyrighted material. The patron using the library's equipment to make copies is liable for any infringement.**

Black and white printouts on standard white paper are \$0.25 per page image printed.  
Color printouts on standard white paper are \$0.50 per page image printed.  
Color printouts on photo paper provided by library are \$1.00 per page printed.  
One page printouts printed on both sides are considered two page images.  
The patron owes for all sheets printed, even mistakes.  
If the patron provides his own paper, the printing charges are the same.

#### **Copiers**

The library provides color and black/white printers that also copy, plus a coin-operated black/white copier.

**The copyright law of the United States [Title 17 U.S. Code] governs the making of photocopies or other reproductions of copyrighted material. The patron using library equipment to make copies is liable for any infringement.**

Black and white copies made on the coin-operated copier are \$0.10 each. The Librarian will be glad to make change, if needed.  
Color copies must be made using the color printer, which classifies it as a color printout and are subjected to printout pricing.

One-page copies printed on both sides are considered two pages. The patron owes for all sheets printed, even mistakes. If the patron provides his own paper, the copy charges are the same.

### **Fax Service**

Patrons may have faxes sent to the library fax machine (580-298-3567). The recipient's name and phone number should be clearly noted on the incoming fax. Library personnel will hold the fax at the front desk to be picked up for a period of one week. The fee for receiving a fax is \$1.00 for the first page and \$0.50 for each additional page.

Patrons may send faxes from the library fax machine. Patrons will need to provide the correct receiving fax number and provide the document to be faxed on single-faced 8 ½ x 11 paper. The fee for sending a fax is \$2.00 for the first page and \$1.00 for each additional page. Fees are due to the Librarian after the fax is sent.

### **Lamination**

The library can laminate items for patrons. Maximum width is 26" wide. Since lamination projects are done outside the library and when time is available to the librarian, no guarantees can be made as to the quality of the lamination or to the time in which the project will be completed. Lamination services are \$1.00 per linear foot.

### **Media**

R/W CD's in a slim case may be purchased for \$2.00.  
DVD+R's in a slim case may be purchased for \$2.50.

### **Additional Equipment**

The library maintains some additional equipment for the public's free use in the library or in the meeting room. Such equipment may include, but is not limited to:

- folding tables,
- chairs,
- TV w/ VCR/DVD player,
- lectern with microphone and speaker,
- LCD projector with cart,
- Laptop computer installed w/ Microsoft Office,
- easels that hold flip charts/paper pad (provided by patron),
- 2' x 4' white board easel with dry erase markers,
- slide projector,
- filmstrip projector w/ tape player,
- 8 mm movie projector,
- projection screen, and
- Wii video game system.

The Antlers Public Library makes no guarantees as to the availability or functionality of such additional equipment, nor can the Librarians be available to help run or provide instruction on such equipment. Equipment can be reserved for use with a reservation for the community room or can be checked out at the front desk for use in the library (if space is available for use).

Policy approved October 2016