

SECTION:	PS 10	SPECIAL SERVICES
SUBSECTION:	PS 10.1	PRINTING AND RELATED SERVICES
POLICY:	PS 10.12	PHOTOCOPIERS AND PRINTERS
REVISIONS:		05/09/90; 07/18/01; 05/18/16; 10/2020

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Copy/print machines are available for use at both the Ashtabula and Geneva Libraries. There is a fee of 10¢ per page for 8 ½” x 11” (letter), for 8 ½” x 14” (legal) and for 11” x 17” (ledger) for black & white or color copies/prints. Copies/prints may be made on both sides of a sheet of paper; however, a fee for each side of print is charged.

Wireless printing is available through the Library’s webpage. Typical printing fees apply.

Copy machine users are advised that there are restrictions on copyrighted materials which permit, in general, no more than one copy of a page for personal use. Violations of copyright are the responsibility of the copy machine user.

The library is not responsible for the quality of copies and will refund money only in the event of severe malfunction of the machine.

A flash drive/memory stick can be purchased at library's cost if the patron wishes to save copies to portable media.

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This institution reserves the right to refuse to fulfill a loan request if, in its judgment, fulfillment of the request would likely lead to violation of the copyright law.