

Copy, Scan, Print Policy

The copy machine is operated by library staff.

The library does not copy or print in color, black and white copies only.

Copy and/or prints can be made on standard-size 8.5x11 inch paper or legal size 8.5x14 inch.

Cost for prints/copies is 25 cents per page for the first 50 pages; additional pages will be 50 cents per page. Double-sided prints/copies will be charged as two pages.

The library reserves the right to limit the number of copies/prints per patron.

The library will scan up to (5) documents free of charge; after the 5th scan, 25 cents per page will be charged.

Scanned items can be sent to an email and/or a library approved external device such as a USB drive.

Faxing Policy

Fax phone number is 1-423-373-1465

The fax machine is operated by library staff.

Library does not fax to international numbers.

Library fax is SEND only, limited to twenty pages or less.

Fax machine is black and white only and can accommodate letter size documents.

Sending faxes:

1. Patrons must provide a copy in acceptable condition to be faxed. If a copy must be made in order to fax, the patron will be responsible for the cost of the copy.
2. The library is not responsible for materials sent by fax. If the service is abused, the patron may be denied use of the fax. The library fax machine is intended for personal use and may not be used for illegal purposes.

3. The library is not responsible for successful receipt by the destination fax, nor is the library responsible for any damage or loss of data or consequential damage arising out of the use of the fax. The customer is expected to confirm the receipt of the fax by the other party.
4. The patron must stay until the fax is sent.
5. Patron will be charged \$1.00 per page faxed, double-sided documents will be charged as two pages.
6. If the fax does not complete after 3 tries, the patron must try back at another time.
7. All fees must be paid at the time the fax is sent. Any unpaid fax cost will be charged to the patron's library card.

Approved: June 11, 2024