

## **PUBLIC PRINTING, SCANNING, AND FAXING POLICY**

The Norwalk Easter Public Library is pleased to provide printing, scanning, and faxing services to the public. Library users needing these services will be accommodated as soon as possible, but library services and operations will take priority.

### **Printing Guidelines:**

- Printing services are provided both on our public access machines and via our wireless printing portal.
- Printing fees are as follows:
  - Black and White Letter (8 ½ x 11) \$0.10 per page
  - Black and White Legal (8 ½ x 14) \$0.10 per page
  - Black and White Ledger (11 x 17) \$0.10 per page
  - Color Letter (8 ½ x 11) \$0.25 per page
  - Color Legal (8 ½ x 14) \$0.25 per page
  - Color Ledger (11 x 17) \$0.25 per page
- All double-sided documents will be charged per side.

### **Scanning Guidelines:**

- Scanning is available to all public access computers, email, or personal (USB) devices

### **Faxing Guidelines:**

- Norwalk Easter Public Library Fax number is **(515) 981-4346**.
- A **\$2.00 flat fee** will be required for all incoming and outgoing fax transmissions
- 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 library is NOT responsible for the kinds of materials sent by fax. If the service is abused, the customer may be denied use of the fax. The library fax machine is intended for personal use and not to be used for illegal purposes.

