

**Shedd-Porter Memorial Library**  
**Printing & Copying Policy**  
**Approved and Adopted by the Board of Trustees**  
**April 10, 2025**

The Library offers printing services from our PCs, or from a patron's personal device that has the capability to print using our WiFi. The Library also offers the opportunity to photocopy or scan documents.

The costs are as follows:

- Scanning is free.
- Black & white printouts or photocopies are \$0.20 per page.
- Two sided black & white printouts or photocopies are \$0.30 per page.
- Color printouts or photocopies are \$0.50 per page.
- Two-sided color printouts are \$0.75 per page.

There is a 30-page printing/copying maximum per day and a 60-page printing/copying maximum per week. Library staff shall maintain a log including the patrons name, date, and the fee collected.