



Copy Machine, Printer Usage and Fax Machine Policy

A copy machine is available for use by the staff and the general public in each branch. When possible, a staff member should run off copies for the patron in order to avoid mistakes and to keep track of how many copies are being made. A staff member should stamp the copyright notice, count the number of copies made and charge the patron accordingly:

Black/White Copies

8 ½" x 11" \$.10 per copy
8 ½" x 14" \$.20 per copy
11" x 17" \$.20 per copy

Color Copies

8 ½" x 11" \$.50 per copy

- Paper provided by patrons must receive approval by staff member. Copies will be charged at regular cost.
- Patrons are responsible for ALL copies made and must comply with copy machine fees regardless of computer errors or unwanted pages.
- It is the responsibility of the individual to adhere to Copyright guidelines as set by Federal law. Lafourche Parish Library is not responsible for any breach in said guidelines.

Thibodaux Branch has a patron run copy machine. Patrons are asked to use the machine with care and keep track of all copies made.

Fax Machine

A fax machine is available for use by the staff and the general public in each Library Branch. A staff member should always fax documents for the patron. A patron should be charged for a fax based on the number of pages faxed:

First Page: \$1.00
Subsequent Page: \$.50

A patron may also receive faxes at the Library at a rate of \$.50 per page.

A patron may fax a document overseas at the following rate:

First Page: \$3.00
Subsequent Pages: \$2.00

Staff use should be limited to time-sensitive documents or reference.

- Immediately following a State Emergency faxes to FEMA will be free for a limited time period as set by the Director.
- All Government Documents are subject to standard Fax Machine cost.