



## Melrose Public Library

### Photocopier Policy

The Friends of Melrose Public Library provide a photocopier for public use which is located on the Main Floor of the library. Fees for the copier are established and collected by the Friends of Melrose Public Library, and are reviewed annually.

Payment for the copier is cash only. Print jobs over \$5.00 should be paid for at the Reference Desk. The cost for copies is \$.15 per page for black and white, and \$.25 per page for color. There is no charge to scan a document to a flash drive.

The photocopier is self-service and, except for assisting disabled patrons, staff is not available to make copies. Patrons using the photocopier must adhere to the U.S. Copyright Law when copying materials. Information about copyright law may be found at [www.copyright.gov](http://www.copyright.gov).

Patrons are responsible for unsatisfactory copies, unless the bad copy is caused by a mechanical problem and a staff member has been notified before multiple copies are made. Patrons may not add paper or access inner workings of the copier. Staff members are happy to assist in showing patrons how to use the copy machine correctly, and with adding paper, paper jams or other problems. Patrons may not use their own paper. Patrons who have misused the photocopy machine may be banned from using the library photocopier.

The main purpose of the Library's photocopier is for patrons to make needed copies of reference materials, such as tax forms, documents or study/research material. As a public service, patrons may make limited use of the photocopier for other purposes such as copies of personal documents.

The photocopier is available for all patrons to use and should not be monopolized by any one patron. Should a patron have a large number of documents to copy or scan which might take an extended period of time, they may be asked to pause after 10 minutes to allow another patron to use the machine.

The library reserves the right to limit patron use of the photocopier for making multiple copies of items like flyers. Patrons may use the copier for small runs of up to 20 copies. Because large volume (20 or more copies) copying interferes with other patron use of the copier and adds maintenance costs to the unit, large volume copying is not allowed in the library. Patrons seeking to make more than 20 copies of an item are directed to local printing businesses.

The Library attempts to maintain the equipment in good working order, but the Library is not a retail copy shop. Patrons seeking high quality copies are directed to local printing businesses.

It is not possible for library staff to monitor photocopier use at every moment; it is the patron's responsibility to be aware of and compliant with the Photocopier Policy. Patrons who violate the Photocopier Policy may be asked to discontinue their use session. Repeated violations of policy may result in loss of privileges for a minimum of three months.

December 9, 2025

Approved by the Library Board of Trustees