

## Special Services

1. **Copies/Prints & Fees:** A copy/print machine will be provided for public use. Patrons may use the copy machine and pay the desk attendant when finished if a coin operated machine is not available. Library staff will make copies or provide instruction if necessary. NCPL is not responsible for the improper or illegal use of any copies of materials from its collection. It is the user's responsibility to guard against infringement of rights that may be held by others and for clearing reproduction rights and copyright restrictions. Prints must be released by NCPL staff. NCPL can not guarantee patron privacy when printing from a public printer.

*Note: Cost applies even if using own paper. A discount of up to 50% for copy costs may be authorized by the Director for non-profit organizations making copies of items to benefit the community.*

Letter/legal size	\$ .10 per printed side	\$.25 per printed side (color)
11 x 17	\$.15 per printed side	\$.50 per printed side (color)

2. **Fax Machine & Fees:** The library will observe copyright compliance when requesting or sending materials via fax.

All faxes sent or received regardless of number      \$.10 per page

3. **Scanner & Fees:** A scanner is available for public use. Costs for printing scanned items are the same as the copy/print fees above. There is no charge for scan to email.

4. **Laminating & Fees:** The library staff will laminate items for patrons as requested.

Business Card size	\$.50
up to Legal Size	\$1.00

5. **Makerspace Services & Fees:** There are many technology items available for patrons of all ages to experiment and create with. Our policy and procedures for this part of our services is ever evolving and for the safety of our patrons and staff, the Director and Technology manager have the authority to establish procedures as needed bringing issues to the board for changes in policy as appropriate.

**3D Printing:** It is the patron's responsibility to guard against the infringement of rights that may be held by others and for clearing reproduction rights and copyright restrictions.

**Inappropriate or Unsafe Items:** The library reserves the right to refuse to print any items that it deems inappropriate or unsafe (Guns, knives, erotic items, etc.) **Warning: ABS Plastics are non-food safe plastic. Please do not use any of your 3d printed objects to cook or eat with.**

**Read more about ABS Plastic at the following link.**

<http://www.protoparadigm.com/news-updates/the-difference-between-abs-and-pla-for-3d-printing/>

**Fees:** Fees for the Makerspace Services are ever evolving and changing due to new equipment and updated processes. The Director has the authority to set fees as needed to recover costs of consumables. A fee schedule will be reviewed by the board at least annually and made available within the “Bridge” (the makerspace area of the Central library).

6. **Fees for special services not listed in this policy:** This will be determined on a case by case basis by the Director. Should any item become repetitive in nature, a standard fee will be determined and this will then become part of the policy manual.