

Special Services

This policy outlines special services other than circulation that the Noble County Public Library (Library) offers. Additional temporary services may be offered at the discretion of the Executive Director (Director) who has the authority to set initial fees is appropriate. Temporary services that become regular services will be added to this policy and approved by the Library Board of Trustees (Board) upon revision.

Documents: Equipment to copy, print, scan, fax, and laminate is available for public use. Patrons may use the equipment and pay at the circulation desk when finished. Library staff will help and provide instruction as needed. Prints are released by Library staff and though every effort is made to maintain the confidentiality of patron documents, full privacy of documents printed at the Library can not be guaranteed.

Copyright/Infringement: The Library does not assume responsibility for improper or illegal use of copies or prints made at the Library (this includes items created using makerspace technology and equipment). 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.

Makerspace (Bridge): The Library's primary makerspace equipment is located in the "Bridge" at Albion. There are many technology items available for patrons of all ages to experiment and create with. Our policy and procedures for Bridge is ever evolving due to rapid changes in technology and for the safety of our patrons and staff, the Director and Technology Administrator have the authority to establish procedures as needed bringing issues to the board for changes in policy as appropriate.

Fees:

Copies/Prints: *Cost applies even if using own paper. A waiver of fees 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)

Fax Machine: All faxes sent or received will be \$.10 per page

Scanner: There is no charge for scan to email.

Laminating: Business Card size \$.50; Letter/Legal size \$1.00; see "Bridge" fees for larger sizes

Bridge: Fees for the Bridge are reviewed annually by the Board at the December meeting. The Director and Technology Administrator have the authority to set initial fees for new technology. Bridge fees will be posted within the Bridge.

Payment Methods: Cash or Credit/Debit (minimum of \$5). No checks will be accepted.