



Bartholomew County Public Library

POLICY FOR PHOTOCOPYING, PRINTING, AND FAXING CHARGES

1. Bartholomew County Public Library charges all library users and library staff for photocopying and printing in accordance with Indiana Law.
 - a. Photocopying is defined as any copy created with a photocopying machine.
 - b. Printing is defined as any copy created with a computer printer, a microform printer, a scanner, or any other device that creates an image on paper.
 - c. Faxing is defined as sending a fax via telephone line from the library. BCPL does not receive faxes.

2. Minimum and maximum fees for photocopying and printing are set by Indiana Law. As required by Indiana Law, these fees are uniform throughout all BCPL departments and are uniform to all users and staff.

3. Current fees:
 - a. Black & white copying: 10 cents per printed page
 - b. Color copying: 25 cents per printed page
 - c. Black & white printing: 10 cents per printed page
 - d. Color printing: 25 cents per printed page
 - e. Faxing: No charge

4. These fees apply:
 - a. Copying, printing, and faxing by the public using library equipment.
 - b. Copying, printing, and faxing by library staff using library equipment.
 - c. Copying, printing, and faxing by library staff or the public to answer genealogy queries using library equipment.

5. BCPL can accept cash or check payments. We cannot accept credit card or debit card payment.