

**1. UNSUPERVISED PHOTOCOPY, PRINTING, AND FAX EQUIPMENT**

**a. General Policy**

The library provides self-service photocopy, printing, and FAX equipment at an appropriate charge for use by patrons.

**b. Copyright**

The library posts notices concerning copyright regulations on all unsupervised public copiers and printers. If called upon to assist patrons, library staff members do not make any photocopy of library material or printed copy from an electronic resource when to do so would, in their best judgment, involve a violation of federal copyright laws and regulations.

**c. FAX**

Self-service FAX equipment is available to the public for outgoing FAX. The public FAX equipment does not receive incoming FAX.

**d. Fees**

The library charges the following unit fees for self-service photocopying, printing, and FAX:

Black copies or printed pages .....	10¢ per page
Color copies or printed pages .....	50¢ per page
Domestic FAX .....	\$1.00 per page
International FAX .....	\$4.00 per page

**2. STAFF PHOTOCOPYING, PRINTING, AND FAX TO FILL INTERLIBRARY LOAN AND REMOTE PATRON REQUESTS**

**a. General Policy**

The Urbana Free Library staff members make photocopies of library materials or print copies from electronic resources in response to requests from other libraries, from the Lincoln Trail Libraries System, and from individuals who live outside Champaign County and are unable to come to the library. In making photocopies or print copies,

staff members follow applicable copyright regulations. A charge is made to compensate the library for staff time, copying costs, and shipping.

**b. Copyright**

Staff members do not make photocopies of library material or printed copies from electronic resources when to do so would, in their best judgment, involve a violation of federal copyright laws and regulations.

**c. Copy and Transmission Fees**

The library charges the following unit fees for staff photocopying and printing, scanning and FAX transmission of copies:

Black copies or printed pages . . . . .	50¢ per page
Color copies or printed pages . . . . .	\$1.00 per page
FAX transmission of copies (in addition to copying or printing charges)	\$1.00 per page
Scanning . . . . .	\$2.00 per page
CD-R (per disc, in addition to copying charges). . . . .	\$1.00 each

Fees for FAX transmission outside the 48 contiguous states will be determined by the staff on an individual basis.

**d. Requests from ILLINET member Libraries**

The library follows the current ILLINET Interlibrary Loan Code and attempts to honor other similar reciprocal agreements among libraries.

The library does not charge for filling a request from any ILLINET member library for any item of thirty or fewer pages. Requests in excess of thirty pages in length are filled at the rates listed above, with a minimum charge of \$5.00 per request.

Photocopies or printed copies are sent to libraries via ILDS or U.S. mail. Because of the staff time involved, FAX transmission of material is limited to situations where the information is requested as "rush."

When the FAX involves a local call, the library waives FAX transmission fees for libraries. When the FAX involves a non-local call, the library supplies ten pages of free FAX transmission for libraries. Requests specifying FAX transmission above ten pages are filled at a rate of \$1.00 per page, with a minimum charge of \$5.00 per request.

### **3. STAFF RESEARCH SERVICES**

#### **a. General Policy**

Library staff members make photocopies of library materials or print copies from electronic resources only when the material can be located in a fairly brief time, usually five to ten minutes. Requests requiring detailed research are returned to the requesting person or library with a list of local private researchers.

#### **b. Research Fees in the Adult and Children's Department**

The library bills for photocopies, printed copies, FAX, and scanning at the rates listed in IV-H-2-d above, with a minimum charge of \$5.00 per request.

Except in the case of requests by telephone, the library fills orders as received without consulting with the requesting library or individual concerning costs. If a maximum desired fee is indicated with the request, the library continues to copy up to that level only. When no maximum fee is indicated, the library copies everything requested, up to a limit of \$10, informing the requester when the first copies and bill are sent of the approximate dollar amount needed to complete the order.

#### **c. Research Fees in the Champaign County Historical Archives**

The Archives charges a non-refundable research fee of \$10.00 for remote patron requests.

The Archives bills for photocopies, printed copies, FAX, and scanning at the rates listed in IV-H-2-d above. After receiving the research fee, Archives staff members will calculate the exact final cost to complete the request, including photocopying charges and shipping costs, and forward this information to the requester. Once the additional payment has been received, the request is filled.

For more in-depth research, the Archives provides requestors with a list of local researchers who specialize in genealogical and local history research.

Adopted September 12, 1988

Last amended March 10, 2009