



Nueces County Public Libraries

Print, Copy, Scan, and Fax Policy

READ. KNOW.GROW



The Nueces County Keach Family Library is pleased to provide a printing, scanning, copying, and fax service to the public. Library users needing these services will be accommodated as soon as possible, but regular library services and operations will take priority. These services are provided on a limited basis as described in the policy below.

Policy

The use of all scanners and copy machines are subject to the U.S. copyright law. The staff is not responsible for all scanned materials in accordance with all copyright laws. Library staff will not assist in making copies, scans and faxes of materials from a source deemed in violation of federal copyright laws and regulations.

Print:

1. Black and white printing is available from all public computers. We do not offer color printing at this time. The cost for printing is \$.25 per side. After sending a job to print, pay for and collect it at the checkout desk.
2. Printing via WIFI is not available.
3. To print an item on a personal device, email it to yourself or save it to a flash drive and then access it on a public computer or Document Station to print it.
4. Charges will apply even if the patron's own paper is supplied.

Copy:

1. All Library locations have black and white copy machines. Copies are \$.25 per side.
2. Charges will apply even if the patron's own paper is supplied.

Scan:

1. The Document Station allows users to scan documents and photos, then send them to a smartphone, email, USB drive, Microsoft OneDrive, or Google Drive account.
2. Library staff can assist with scan documents or photos up to a maximum of size of 8' x 11' in size.
3. There is presently no fee for this service, but costs may be determined as needed.

Fax:

- The Document Station offers outgoing fax services. The Document Station is not able to receive incoming faxes

- Documents must be in a condition acceptable by the fax equipment. Paper to be faxed must be letter size. Proper copy is the patron's responsibility.
- Fax transmission charges are **\$1.00 per page**.
- Fees must be paid **before** the fax transmission begins.
- A fax cover sheet is available. The cover sheet will count as an additional page sent with no charge.
- Fax transmission/collection service is available only during the hours the Library is open, staff time permitting. Library services take priority over fax requests.
- Transmission errors are common, and print quality is variable and not controllable by the Library.
- The Library is **NOT** responsible for successful/unsuccessful transmission of outgoing faxes, nor is the library responsible for any damage, loss of data or consequential damage arising out of the use of this service.

Copyright

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