



Yarmouth
TOWN LIBRARIES

You are welcome!

312 Old Main Street
South Yarmouth, Massachusetts 02664
(508)760-4820

Printing Policy

As part of its mission to provide access to information for educational, entertainment and professional needs, the Yarmouth Town Library provides a wide variety of services for its patrons. Most of these services are provided free of charge. However, nominal fees for some services are charged to the patron in order to make the service self-supporting or more cost efficient. Fees for printouts from the computer printers and the copy machine assist the library in sustaining this service to the public and help to cover the cost of supplies such as toner and paper.

Black and white pages printed from the public computers or the copy machine cost 15¢. Color pages printed from the public computers or the copy machine cost \$1.00. Patrons are required to pay for all printing including pages printed by mistake.

In an effort to be consistent and fair, each patron is responsible for all charges in accordance with the library's fee schedules. Failure to pay for printouts at the time of printing may result in the suspension of computer and/or copier privileges.

The staff will provide assistance if needed whenever possible.

Scanning: The Library makes two scanning devices available for computer users. The machines are simple to use, and most library users can access the devices without assistance. Cost for scan printouts is as for black and white printing: 15¢ per page.

Faxing: Library staff will send and receive faxes for Library users when time permits. Cost for faxing - sending: \$2.00 for the first page, and \$1.00 for each successive page; receiving: \$1.00 for first page and 50¢ for each successive page.

Approved by the Town Library Board, June 16, 2011
Revised and approved by the Town Library Board: 07-16-15