



Mendon Public Library
Scanning and Copying Policy

To enhance customer service, the Mendon Public Library is pleased to provide scanning/copy capabilities for the public.

Our machine has the ability to:

- Print/copy up to 55 pages per minute from the Mendon Library Computers
- Maximum scan area 11” by 17”
- Reduce and Enlarge
- Print resolution up to 1200 X 2400 dpi
- Scan up to 600 x 600 dpi
- Print from a USB device (JPG and PDF files only)
- Scan to a USB device
- Scan to e-mail

Copier/Scanner:

Staff may be available to assist with the use of the machine. Printing charge is \$.20 per page (single or double sided), color prints are \$.50 per page (single or double sided) to be paid at the Circulation Desk. The printing charge applies even if you supply your own paper. The library does not supply specialty paper for patrons.

There is no charge for scanning. Library staff may help with the scanning, but the library does not provide image editing or retouching work. Users must have their own e-mail account or USB flash drive.

Wireless HP Printer:

The library has a wireless printer available for personal devices. “*HP-Print-e6-Public Printer*” is the network to select if your device does not automatically connect to the Mendon Library wireless network. The printer is located behind the circulation desk, and requires staff to retrieve prints. Use of this machine is \$.50 per page. Black/white and color prints are available from this machine. The staff will not download drivers or make other modifications to personal equipment to use the wireless printer.

Users are asked to observe the Copyright Restriction posted near the copier.