



MENDON PUBLIC LIBRARY PRINTING, SCANNING AND COPYING POLICY

Mendon Public Library is pleased to provide printing/scanning/copy capabilities for the public.

Printer/Copier/Scanner:

Staff may be available to assist with the use of the machine. The charge to print is **\$.20 per side, 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. Specialty papers brought in must be approved by and loaded/ unloaded into the machine by staff.

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.

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

If printer malfunctions, patrons should not attempt to fix the machine, but should ask a staff member for assistance.

Wireless HP Printer:

The library has a wireless printer available for personal devices. Connect to "HP-Print-e6-Public Printer" Wi-fi and print to "HP Color LaserJet." The printer is located behind the circulation desk and requires staff to retrieve prints. **Use of this machine is \$.20 per side for black and white and \$.50 per page for color prints.** 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.