

CIDL

CLARKSTON INDEPENDENCE
DISTRICT LIBRARY

Innovate. Enrich. Educate.

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PRINT, SCAN, COPY AND FAX POLICY

The Clarkston Independence District Library (CIDL) offers printing, scanning, copying, and faxing services for patrons. Some of these services carry a nominal fee.

PRINTING

Printing costs are charged at the following rates:

	Single Sided	Double Sided
8 ½" X 11" and 8 ½ X 14 (Black & White)	\$0.10 per page	\$0.20 per page
8 ½" X 11" and 8 ½ X 14 (Color)	\$0.25 per page	\$0.50 per page
11" X 17" (Black & White)	\$0.20 per page	\$0.40 per page
11" X 17" (Color)	\$0.50 per page	\$1.00 per page

This printing charge applies even if you supply your own paper.

SCANNING

Document scanning services are available. Documents or photos up to a maximum size of 11 inches x 17 inches in size may be scanned on the TBS SimpleScan Station. There is no charge for scanning any item. We do not do image editing or retouching work. Scanned materials can be saved either as individual image files or compiled into Adobe PDF files. Your scanned item may be emailed to you, saved to a USB flash drive that you provide, or sent to a smart device.

FAXING

CIDL also provides outgoing fax services to the US and International numbers. The faxing is also handled by the SimpleScan Station. CIDL is not responsible for errors due to poor image quality, problems on the receiving fax end, incorrect fax numbers or other related problems.

Charges for sending faxes are charged at the following rates:

Local and Toll-Free numbers	\$0.50 per page
International numbers	\$1.00 per page

The use of the scanners and copier machines are subject to U.S. Copyright law. All customers will be 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 an electronic source deemed in violation of federal copyright laws and regulations

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