

Only Library staff will be allowed to operate the use of the fax/scanner machine.

The West Bend Public Library fax/scanner machine is available during regular library hours for library patron and business persons to send and receive information.

Advanced notification of an incoming fax is requested by the Library staff.

Fax fees:

Sending: \$1.00 for the first page, \$.50 for each page thereafter

Receiving: \$.25 per page

Scanner fees:

To be sent via email or saved to a flash drive: \$1.00 per file

The photocopy machine is provided as a service and convenience to the public, as well as for library use. The copyright law of the United States will govern the making of photocopies of copyrighted materials.

Photocopying fees:

\$.25 per page for black and white copies, \$1.00 per page for color copies

Revised January 2011

Revised September 2014

Revised March 2015