



## Print, Copy, Fax, and Scan Service Policy

The Lemont Public Library District offers print, copy, fax, and scan services.

*Print:* The cost of printing is 10¢ per page for black and white and 50¢ per page for color. Wireless printing from laptops, iOS, and Android devices is also available.

*Copy:* Copies can be made at the cost of 10¢ per page for black and white and 50¢ per page for color. Users are not permitted to use their own paper to print or copy. The Library accepts cash or credit card as payment for photocopies. The cost for photocopies can be added to the customer's library account for later payment.

*Fax:* Scan documents with our document feeder and send them as a fax. \$1.00 per page. The library does not accept incoming faxes. The customer retains the sole responsibility and duty for confirming delivery of a fax to the intended recipient. In no event shall the Library, including its employees and affiliates, be liable for losses or damages of any kind suffered by the customer or any third party resulting from delays, non-deliveries, wrong deliveries, service interruptions, performance, or failure of the fax service.

*Scan:* Scan photos or documents for free to a flash drive or an email. Save as a Word document, JPEG, TIFF, PDF, or Searchable PDF. There is no charge for scan services.

The Library reserves the right to refuse or interrupt any activity on the print-copy-scan-fax service, such as that which:

- (1) infringes established intellectual property rights, or
- (2) contains sexually explicit material as noted in the [Computer and Internet Use Policy](#)

By using the Library's print-copy-scan-fax service, the customer warrants that he holds appropriate intellectual property rights to the document being printed, copied, scanned, or faxed. The customer shall defend, indemnify and hold the Library and its employees harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the existence of any document or computer file he produces or transmits with the Library's print-copy-scan-fax service.

Reviewed and amended Policy and Personnel Committee: October 25, 2022, April 15, 2025

Approved by the Lemont Public Library District Board of Trustees: November 8, 2022