



31 Mount St. Mary's Way
Hooksett, NH 03106

www.hooksetlibrary.org

Hooksett Library Printing, Photocopying & Faxing Policy

Mission Statement: The Hooksett Library is a community resource center providing quality, high-demand: materials, programs, information and technology.

It is the policy of the Hooksett Library to charge for faxes, photocopying and to defray financial costs and to conserve resources. In addition to printing and photocopying, scanning documents to an email address is a no-cost option for patrons.

Printing:

Printers are available for printing from all access computers, reference database computers and personal laptop computers on the library's wireless network.

The library charges .15 for a single page and .20 for double-sided on black and white printing and .30 a page for color printing.

Photocopying:

The library provides photocopier for use, the cost for copying is .15 for a single page and .20 for double-sided copies.

Color photocopying is available for a charge of .30 a page. Color copies are made by library staff on behalf of the patron.

Due to the cost incurred by the library for each copy made, free copies will be provided on a limited basis to town board members or community organizations.

Faxing:

Faxes will be sent for patrons by a Hooksett Library staff member.

Cost for faxes to be sent and received: \$2.00 for each set of up to 5 pages. This cost includes faxes sent to toll-free numbers.

Charges cover faxes sent within the United States and Canada, international faxes may be sent for an additional \$5 fee per fax.

Hooksett Library Board of Trustees: Adopted May 17, 2011, amended June 4, 2012; Reviewed: November 14, 2012; June 25, 2013; July 17, 2018.

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Adopted 05/2011, reviewed 07/2018..*