

Computer Printing Policy

Section 1: Purpose

As part of our technology services, the Garden City Public Library provides networked printers for public use. While our goal is that the printers will be available during normal Library business hours, unforeseen technical difficulties may at times render the printers unavailable.

Section 2: Printing Costs

The cost to the Library for providing a printing service is directly related to the use of this service. Therefore, the Library passes the cost of the service on to user on a per page basis. The “per-page cost” for printing will be posted and/or displayed in obvious locations. Payment must be received before the pages are printed.

Section 3: Refunds and Reprints

Internet and e-mail printing is often problematic. Patrons must pay for copies that are improperly formatted, duplicated, have the print truncated at the sides or have other printing problems that are not the fault of the library’s equipment. The patron who orders the printing must pay for documents that are more pages than expected, or those they printed accidentally. Only if the library supervisor determines that the fault lay with Library equipment will a refund (or reprint) be provided. In that case, the unacceptable pages will be shredded or recycled by Library staff.

Section 4: Paper

The Library provides a good quality copy paper in its printers. Using other paper, whether of poorer or higher quality, may result in jams or other damage. To minimize this risk, patrons are not allowed to use their own paper in the Library’s printers.