

Fees Policy

The Parke County Public Library offers printing/copying, faxing, and scanning services to patrons for nominal fees. Fees are accepted in the form of cash, check, or money order. Debit/Credit cards are not accepted at this time.

I. Self-Service Printing & Photocopying

- a. Black and White printing/copying:
 - i. \$0.10 per page - all sizes
 - ii. \$0.20 per page - double sided, all sizes
- b. Color printing/copying:
 - i. \$0.25 per page - 8 ½ x 11
 - ii. \$0.25 per page - 8 ½ x 14
 - iii. \$1.00 per page - 11 x 17
 - iv. \$.50 per double-sided page – 8 ½ x 11
 - v. \$.50 per double-sided page – 8 ½ x 14
 - vi. \$2.00 per double-sided page – 11 x 17
- c. These printing/copying charges apply, even if you supply your own paper.

II. Staff-Assisted Faxing

- a. The Library offers outgoing and incoming fax services. Faxing of documents will be done by the library staff. A confirmation page is given with each fax that is sent to indicate the success or failure of the fax. The Library will receive incoming faxes if contacted and informed of when to expect the transmission, whom the incoming fax is addressed to and who will be paying for it. If a fax is received unexpectedly and/or unclaimed for more than 2 days, it will be discarded. Contact the circulation desk at **765-569-5544** if you are having a fax sent to the Library. Our fax number is **765-569-5546**.
- b. Documents may be faxed within the continental United States only. International fax service is not available.
- c. The Library is not responsible for errors due to poor image quality, problems on the receiving fax end, incorrect fax numbers or other related problems.
- d. Charges for sending faxes are as follows; **\$1.00** for the first page, **\$.25** for each following page when sending. **\$.20** for each page when receiving. We only fax to U.S. area codes whether local or toll-free numbers.
- e. Please note: we cannot send double-sided pages in a fax, therefore copies may be necessary and those fees will also apply.

III. Staff-Assisted Scanning

- a. The library offers scanning services as well. Scans are **no charge** and can be emailed or saved to a flash drive.



IV. Genealogy Related Fees

- a. The library is willing to aid in genealogy research, however it does take a lot of time. Research requests will be charged a minimum of \$5 and an additional \$5 per hour after. The Genealogist will keep track of time spent.
- b. Patrons requesting copies via mail will be charged \$.10 per copy (if obtained in our library) as well as the cost of postage to mail the requested information. If copies required must be obtained in the courthouse, the patron will be required to pay those fees (usually \$1/page).
- c. If digital scan copies are requested and obtainable within the library, there will be no additional charge. If the digital copies still need collected within the courthouse, the physical fees of these copies will be incurred.