

Equipment Policies

Printers & Copiers

- All public access computers are able to print. There is a \$0.15 charge per page printed.
- Photocopies are available at \$0.15 per black & white copy and \$0.25 per color copy.

Fax Machine

The fax machine is the property of the library and is available for use by the public during library hours. A member of the library staff will be responsible for the operation of this equipment.

Charges for public use:

- Sending within the United States will be \$2.00 per page with cover sheet recommended.
- Sending out of the United States will be \$3.00 per minute with a minimum charge of \$3.00.
- Receiving a message will be \$1.00 per page.

Charges for library or government use

- There will be no charge for sending or receiving information from any library or Minnesota State University, Mankato.
- Government agencies who send or receive information may be assessed the cost of the phone call or \$.25 per page for the cost of the paper.

Overhead Projector

- Valid library card with no fines, overdue materials or blocks
- If under 18, parent permission is required each time
- Patron is responsible for any damage or loss
- Check out period is a maximum of 7 days
- Other city departments may use this by identifying the department and noting use in the meeting room reservation book

