

## **Copy Machines**

1. Patrons may be limited to ten copies when others are waiting in line.
2. Patrons making twenty-five or more copies may pre-arrange with the Circulation Department to use the by-pass key before Library hours. The Circulation Department will handle appointments and the use of the by-pass key.
3. Bona fide community organizations may pre-arrange to make between 25 and 500 copies by contacting General Services. "Next day" service is available. The cost is five cents per copy.
4. Community Library cardholders over 60 years of age may make copies on our Senior Citizen Copy Machine. The Circulation Department will collect library cards, hand out the counter, and collect fees. There is a limit of 10 copies per day per senior.
5. Literacy volunteers may make free copies of LVA materials at the discretion of a librarian.
6. If information is unavailable to patrons in circulating materials, free copies of restricted materials may be made for library card holders at the discretion of a librarian.