

  Hillsboro Area

Public Library District

**Public Notice Technology Policies**

**Printing Policy**

**Printing Fees**

If a patron prints double sided, the patron will be charged for both sides. In addition, the following charges apply based on the color selection:

**Black and White**

The fee for printing black and white or in grayscale is 25 cents per page.

**Color**

The fee for printing in color is set to 50 cents per page.

**Printing Too Many Pages**

If a patron makes a mistake, the patron is still responsible for paying for your copies. If the staff or director is helping the patron and they make the mistake, then the library assumes responsibility.

**Printing Help Guide**

**How Do I See What Pages Will Print?**

In Microsoft Word select “File” and “Print”. If you are printing from the internet, click the iconin the upper right corner and select “Print.” Now you will see a print preview displaying the pages that will print.

**How Do I Select Which Pages to Print?**

In Microsoft Word select “File”, “Print”, and under “Settings” there will be two options listed, “Print All Pages”, or “Pages:” If you do not want to print all pages, type the range of pages you want to print, (For example: 1-6.) That means the printer will only print the first 6 pages. When printing from the internet you will see “Page Range.” You can either select “All” which will print every page or you can select “Pages” and select a range.

**Concerns**

If you have concerns about this policy, please direct your concerns to the director, Shelley Kolb by calling (217) 532-3055 or email hillsborocitylibrary@gmail.com

**Evaluation**

The library board will be responsible for evaluating this policy every two years.

**Date:** Board Approved: 9/19/2017 **Amended & Approved:** 10/19/2021