Print, Copy, Fax, & Scan Service Policy

The Itasca Community Library offers print, copy, fax, and scan services.

Print: The cost of printing is 10¢ per page for black and white and 25¢ per page for color.
Wireless printing from laptops or iOS and Android devices is also available.

Copy: Copies can be made at the cost of 10¢ per page for black and white and 25¢ per page for color. Users are not permitted to use their own paper to print or copy.

Fax: Scan documents with our document feeder and send them as a fax. $1.00 per page. The library does not accept incoming faxes.

The library is not responsible for errors due to poor image quality, problems on the receiving end, incorrect fax numbers or other related problems.

Scan: Scan photos or documents for free to a flash drive or an email. Save as a Word document, JPEG, TIFF, PDF, or Searchable PDF. There is no charge for scan services.

Approved 6/19/2018