

**Portland Library**  
**20 Freestone Avenue**  
**Portland, CT 06480**  
**860-342-6770**

## **Photocopier Policy**

The Library's photocopier is provided for the convenience of the public as well as for Library use.

The Library Board will set the cost of photocopies. There are no discounts. Change is available at the check-out desk.

Staff members are available to help people to operate the copier. People will be reimbursed for mistakes due to equipment failure, but not for mistakes due to their mis-operation of the machine. Decisions concerning reimbursement are made at the discretion of the Library staff.

Materials which are not available for loan may be copied at no charge when so deemed by the staff.

There will be no charge for copying of materials to benefit the relevant activities of library-related organizations.

Photocopying done in the library will be in compliance with state and federal copyright laws.

Approved by the Library Board  
November 21, 1988  
Amended December 15, 1993  
Revised February 20, 1997  
Revised May 4, 2000  
Revised July 15, 2004

**Last updated**