We do .10 b/w printing, .50 for color

.50 per page for faxes

$5 for notary/ per notarization

We have a laminator in our Library of Things and sell the lamination paper for .50 a sheet.

At Garden City, we did a cost analysis of our copier service back in 2008 or 2009.  At that time we found that to make an average B&W copy our cost was just over $0.10, and a color copy was costing us just under $0.50.  So we set our copy prices accordingly: 10 cents per page B&W, 50 cents per page for color.  We have not changed them since.

We charge $1.00/page to send a fax, $0.50 per page to receive.  That fee was determined after surveying the local businesses who offered a similar service.  We did not want to be seen as competing against these businesses.

We do not provide notary or laminating services.

We charge $.10 per page for b&w printing; $.25 per page for color; and $.50 for laminating (up to 8.5 x 11 sheet). For faxing out, we charge $1 for the first page and $.50 for each additional page, and for receiving we charge $.50 per page. We do not provide notary services. We charge $.25 per page to scan to email.

The City of Oak Park had already set the price of a single notarized document to $5 when I arrived, so we are obligated to charge that. If we had our say, we would not charge residents. Nonresidents would be charged regardless.

 In a previous job, notary service was also free to residents.

 BW prints are .15 cents; color .50 cents. Faxing is $1/page, which is a little high compared to some area libraries.

We do not offer lamination.

Copies/prints: black and white per side letter size: $0.10 Color: $0.50  11x17 per side: $0.25 B/W  $1 Color

Faxing: $1 for the service $0.25 per page. More if it's international.

We don't charge for scanning to email/USB.

No longer have notary service but we didn't charge anything when we had it.

We don't laminate for the public.

My library charges .10c for B/W and .25c for color. We have a printer lease through a somewhat local shop. So we pay a monthly lease and then they charge us a rate for each print. We probably make .08c on each B/W and around .20c on color if I had to guess AFTER we have to pay the lease. Our fax is $1/page. I believe the same for laminating, though almost never utilized.

 As a notary via the library, I do not charge for this service if the person resides here in Hillsdale county, since that is the county I am commissioned in specifically in my notary application. I will charge $1 to anyone who resides outside of the county (I haven’t had this happen yet). I chose this method because the library paid for me to get this service and while we aren’t a county library system, Hillsdale (as a city) is the seat of the county and therefore we see people come from all over the county with a lot of court documents and other dealings that are being taken care of here. I have found that some people will donate a buck or two anyways (one time $50!). The previous director had something like $1 with a library card and $3 if you don’t. I like to keep things free or as cheap as possible being a library. I would say I do about 3-5 notaries a week so hypothetically we could make back the money in no time to pay for everything required to become a notary, but I really am not worried.

I’m the only notary here and we offer it as a free service.  We charge 50 cents a page for faxes, and 10 cents per copy/printout after the first 5 which are free.

.20 cents for black copies

.50 cents for colored copies

.25 cents for legal size copies

2.00 to fax for the first sheet

 .75 cents to fax after the first sheet

no charge fax for cover page

We do not charge for notary, we charge $0.15 per page b&w copies/printing $0.25 page for color (It is a brand new machine so our maintenance agreement is low at the moment.)

We do not offer public laminating. Our fax is \*almost\* up and I am not sure what to charge, we put it on our current phone line so it isn't costing us anything extra, so I am considering not charging though I do know the other local libraries charge $0.50 and $0.10 per page.

We're $0.10 for black and white prints/copies, $0.25 for color, $1/page for fax with a max of $5 for personal faxes.

Copies are 10¢ per side for black/white; 25¢ per side for color

Faxing is $1 for 1 page; $2 for 2-10 pages, & $5 for 11 or more pages

 Notary is a free service based on thinking the library uses their fund to pay the cost of having 2 staff members of notaries so residents are already paying for that service. Patrons like that is is free.

 We don’t offer laminating here.

Copies:

(all fees are per side)

●

Copy fees:

Black & White 8.5 x 11 = .15 cents

Black & White larger sizes = .25 cents

Color 8.5 x 11 = .40 cents

Color larger sizes = .50 cents

Overdue Fines:

●

Books,

AudioBooks, Puzzles, Kits, Games:

1 day grace, 10 cents per day to a max of $50.00

●

Periodicals

1 day grace, 10 cents per day to a max of $10.00

●

Movies

1 day grace, 1.00 per day to a max of $30.00

●

WiFi Hotspot

1 day grace, $5.00 per day to a max of $50

Replacement fee for lost/damaged equipment: $265

●

Lost / Damaged Items

Processing fee of $5.00 in addition to replacement cost per item for books, audiobooks, puzzles, games, kits.

Replacement fee of $10.00 plus $5.00 processing fee for all periodicals

●

Interlibrary Loan

All BPL overdue fines apply to ILL books. If a book is lost/damaged, the loaning library will set the fee.

Fax:

●

$1.00 per page with a free cover sheet

Community Room:

●

Available during library hours only; private parties are not allowed

●

No fee for local non-profit groups

●

For-Profit groups and individuals, $75 for up to three (3) hours; $20 per hour additional

●

Use of patio in addition to Community Room = $25 additional

●

BPL staff attendance or Technology assistance = $25.00 per hour additional

●

Use of BPL technology equipment = $25 additional

●

If serving food, $100 refundable cleaning deposit required

​

Updated February 27, 2024

Book Repair:

●

See fee schedule inside cabinet door at front desk

Miscellaneous:

●

Flash Drives

$8.00 each

●

Earbuds

$2.00 each

LAMINATING

●

$1.00 per

8.5 x 11 page

●

$1.50 per 8.5 x 14 page

In my opinion, there are a few things to think about when deciding if/how much to charge for things.

1. Defraying the cost of the service.

The library can’t really afford to provide free copies for everyone. So you might want to charge enough to help pay for the supplies (toner, paper) and to assist with some of the upkeep of the equipment.

($0.10 B/W, $0.25 Color)

1. To not be in direct competition with other libraries or businesses that survive on that revenue

At our library we provide free notary for our residents, but charge $10 for non-residents because a neighboring library charges everyone $10 and uses that revenue to defray the cost of certifying their notaries. We don’t want to take that money away from them by providing a free service they need to charge their residents for in order to afford to even offer it.

1. Availability of staff to support the service.

We could feasibly offer faxing for free because it doesn’t really cost that much to do, except there tends to be a fair amount of staff support to help people fax. If we started offering it for free, we would most likely get people coming from pretty far afield to fax. That might seem great…until we have staff standing by the fax machine all day when patrons are waiting for help with other services. Since it’s not our mission to offer free faxing, we charge a nominal fee ($0.50 per page). We don’t offer laminating to the public because it’s too labor intensive and time consuming, and we have a business in town that does it for a reasonable cost.

We charge ten cents for black and white copies, 75 cents for color copies.  For a dollar they can scan as much as they want.  We charge 2 dollars for the first page of faxing and one dollar for every page after that.

We don't offer notary services but we do proctoring.  We charge $15 to proctor a test unless they are a Franklin resident, then it's free.

Copies are ten cents for black and white and .25 cents for color. We charge .25 cents per page for faxes. Scanning to email is free.

We don't laminate.

And we offer free notary services.

B&W copies 10 cents, color copies 50 cents, faxing (both receiving and sending) $1 per page, but max out at $5.  We do not charge for scanning or notarizing and we don't offer laminating.

$ .10/page for black and white copies,  $ .50/page for color   (each side of a page is a copy)

$ 1.00/page for faxing but there is a "free" cover sheet that has the phone number and sender's name

We do not laminate for patrons

Notary service is free - they do not need to be library patrons

We will provide free paper clips, stapler/staples, use of pen/pencil but do not provide blank paper or envelopes of any size.  We do have scrap paper available.

For most items, we've gone "fine free" although there are few things that will generate a fee like our hot spots.  Lost & damaged items are still billed at replacement costs.

We reduced our copy prices during the 2008 recession, and made it a break-even rate rather than an income stream.  Our copies are 15 cents per page, any size, b/w or color.   We don’t charge for faxing, scanning, or notary service.  We don’t offer laminating service.

LATE FEES FOR DVDs:

25¢/day

after one automatic renewal

FAX--TO SEND:

50¢ each page

Cover sheet not included in page count

FAX--TO RECEIVE: 25¢ each page

Cover sheet not included in page count

B&W COPIES:

10¢ each

COLOR COPIES:

25¢ each

LAMINATING:

Legal Size

$1

8 x 11

$1

Postcard

50¢

Business Card 50¢

We do copies, prints, and faxes on a donation basis. People pay what they can afford to. The decision stemmed from the fact that the machine, the paper that goes in it, ink, and utility bill were already paid for with taxpayer money. I've been doing the math and we are still bringing in more than enough to pay for the extra paper and ink.

We offer our notary services free of charge, but do not offer lamination at this time.

We only offer printing and faxing. For printing it’s 15 cents for black and white / 50 cents for color per page. For faxing it’s $1 per page including a cover sheet if they want one.

B&W copies/printouts: 15 cents

Color copies/printouts: 50 cents

Fax: 1 dollar per page (we don't charge for the cover page)

Here at Herrick, we don't offer laminating or notary services. We do not charge for faxing. We charge $.15 a page for black and white copies/prints and $.25 a page for color copies/prints.

Over here at Sandusky we are .10 for copies and printing, .25  for front and back copies, and legal size copies, 1.00 for faxing.  We don't notarize, scan, no color copies or laminate here. Hope this helps!