



*Hillsboro Area*  
*Public Library District*  
**Public Notice Technology Policies**

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## **Printing Policy**

### **Printing Fees**

Please be aware the library charges for ink vs. paper due to the exorbitant costs of toner. If a patron prints double sided, the patron will be charged for both sides of ink. 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**

Ink is very expensive to purchase ink. If you make a mistake, it's on you. If the staff or director is helping you and we make the mistake, then it's on us.

### **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 icon in 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, Laura Naugle by calling (217) 532-3055 or email [hillsborocitylibrary@gmail.com](mailto:hillsborocitylibrary@gmail.com)

### **Evaluation**

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

**Date:** Board Approved: 9/19/2017 Amended: 10/12/2021 Amended 10/18/2023 Approved 12/19/2023