

# COPY MACHINES POLICY

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## PURPOSE

University Libraries has several copy machines throughout the buildings. These machines are managed by the Document and Publication Services (DPS) office on WIU's campus.

## DEFINITION

University Libraries will assist the DPS office by fixing jams and providing refunds to users who need immediate assistance.

## SCOPE

This policy is to help Library Employees explain to users that we do not maintain the copiers in the building. Library Employees may be able to answer questions regarding directions, fixing jams or refunds only.

## POLICY

### Public Copiers

- DPS on the Western Illinois University campus has placed both coin operated copiers, as well as machines which will take Rocky Dollars from University accounts.
- These copiers are set up as a vending service, with University Libraries assuming no responsibility for the maintenance.
- Copies are \$0.15 per page. Refunds for money lost in the copiers may be collected at the Access Services desk.
- Because University Libraries does not own these machines, copies cannot be charged to individuals or to departments.
- Refunds will not be given when directions are not followed.

### Microfilm and Microfiche Copy Machines:

- These machines are owned by University Libraries.
- For help in operating machines, contact the Access Services Desk.

## REVIEW

This document will be reviewed by Library Administration on an annual basis.



Thursday, January 27, 2011

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Approved/Signature

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Date

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Reviewed: 1/11