

RACINE PUBLIC LIBRARY

Printing from Electronic Sources Policy

Adopted by the Library Board August 18, 2005

Definition of Electronic Sources

This policy applies to information obtained from CD-ROM reference tools and from online sources such as databases, the Internet, OCLC, the Library's computerized index to *The Journal Times*, and the Library's OPACs.

Free Access Provided

Although CD-ROM reference tools and online electronic sources do not circulate, we provide free access in the library to information found in these sources, just as we do with print reference tools or microforms. Public access microcomputers are available in both the Adult Services and Youth Services Departments for using CD-ROM reference tools, and for sources available via the Internet.

Paper Copies

The charge for printing black and white copies from the public workstations is \$.25 per page, which is consistent with the type of copies available from — and our charge for copying from — print or microform sources. At service desks equipped with a color printer, the staff may print copies at a cost of \$1.00 per page.

Electronic Copies

Information/files from the Internet, and from other electronic sources (when site licenses permit it) may be copied to floppy diskettes provided by the patron or purchased from the library. On some computers, patrons may also copy information/files to zip disks provided by the patron.

Prepayment Required

Prepayment is required for all printing initiated at public access workstations. Refunds will be given only in cases where the printer does not function properly.

Copies provided by staff must be prepaid. However, when responding to reference questions, staff may use their discretion to provide patrons with free copies from staff workstations if it is more cost effective (in terms of staff time) than situating the patron on a public access workstation.

Approved by the Library Board April 17, 1997 as Policy on Copying from Electronic Sources; revised as Policy on Printing from Electronic Sources, July 16, 1998; revised August 16, 2001; revised March 20, 2003; revised August 18, 2005