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**Date:** 7/9/2009 9:28 AM  
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**To:** planning@metrolibrary.org  
**Subject:** copies and printouts

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To All Correspondents

When we changed our fees for computer printouts and photocopies last year several employees asked if the fees would be the same for staff as it has been for years. After looking through all the administrative memos we could not find anything that described this perk, though we all have system knowledge of it. Therefore, this is an administrative memo that identifies the current fees for staff to pay if they make copies for their personal use.

MLS staff may pay a reduced amount for photocopies and printouts made for personal use:

Item	Customers	Staff
photocopies	10¢ a copy	<b>5¢ a copy</b>
black & white computer printouts	10¢ a page*	<b>5¢ a page**</b>
color computer printouts	50¢ a page	<b>25¢ a page</b>

\* The first 10 printouts are free at the Extension libraries since those libraries do not have an automated print station.

\*\* The first 10 printouts are free for MLS staff

Kay