

Copy/Printing Accessibility Policy



Purpose:

The Simsbury Public Library provides access to printers and copiers at a fee to help to cover operating costs of the equipment and supplies. All visitors are expected to pay the charges for prints/copies unless they assert financial hardship by notifying a Library staff member. In order to create equitable access to prints and copies, this policy establishes the number of prints/copies which may be available free of charge.

Copy/Print Costs:

Black & White	.15
Color	.50

Roles & Responsibilities:

Limited copies may be provided to library visitors at the discretion of the Library staff.

Copy/Print Limits

Library visitors who assert financial hardship may request up to ten (10) free copies/prints per day, not to exceed twenty (20) copies/prints in one week. Free copies/prints may be in black & white, color, letter, legal or ledger size.

~Approved by the Library Board of Trustees November 17, 2025