

Faxing, Photocopying, Printing, Scanning & Notary Public

The Butler Public Library has one B & W photocopy machine (Xerox) located in the back of the library for copying pages or printing directly from the computers, and a color printer and FAX machine at the circulation desk.

Schedule of FAX fees:

Sending: Butler residents \$.50 for page 1, \$.25 each additional page

Sending: Nonresidents \$1.00 for page 1, \$.50 each additional page

Receiving: Public FAX Number: 973-838-9436 \$.15 per page

Photocopying (B & W) \$.15 per page (copying machine)

Photocopying (color) \$.50 per page (at the circulation desk)

Printing from a computer (B & W) \$.15 per page (copying machine)

Photocopying from a computer (color) \$.50 per page (at the circulation desk)

Scanned documents:

Free if patron scans their own documents to their own flash drive

\$.10 per page if staff scans documents onto a flash drive

*Flash drives are available to purchase for \$5.00

Notary Public:

Monday – Thursday 10:00 AM – 3:00 PM

Butler Residents: The first notarization per visit is free. After that, it is \$1.00 per notarization (limit 3 per day)

Out of Town Residents: \$2.50 per notarizations (limit 3 per day)

These fees are subject to change without prior notice. Please ask at the circulation desk for the current fee structure before you print or photocopy.

(September 2022)