

Public Faxing, Printing, Scanning & Faxing

The Butler Public Library has one black & white photocopier machine (Xerox) located in the back of the Library for copying pages or printing, scanning, faxing directly from the computers or copy machine, 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, \$ 0.15 per page

Photocopying (B&W) \$ 0.15 per page (copy machine)

Photocopying (Color) \$ 0.50 per page (circulation desk)

Printing from a computer (B&W) \$ 0.15 per page (copy machine)

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

Scanned Documents:

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

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

#Flash drives are available to purchase for \$5.00.

Notary Public: It's best to call and make an appointment: 973-838-3262

Hours: Monday – Wednesday: 10:00 A.M. – 3:00 P.M.

Thursday: 10:00 A.M. – 2:00 P.M.

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

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

These fees are subject to change without prior notice. Please ask at the Circulation Desk for the current fee structure.

(April 2023)