

# Public Faxing, Photocopying, Printing & Scanning, Notary

The Butler Public Library has one black & white photocopy machine located in the back of the Library for copying pages or printing, or scanning directly from the computers and a color printer and Fax Machine at the Circulation Desk.

## Schedule of Fax Fees

- **Sending:** Butler Residents \$1.00 for page 1, \$.50 each **additional page**
- **Sending:** Nonresidents \$2.00 for page 1, \$1.00 each **additional page**
- **Receiving:** Public Fax Number: 973-838-9436 \$ 0.25 per page

**Photocopying** (B&W) \$ 0.25 per page (at copy machine) - per printing side

**Photocopying** (Color) \$ 0.75 per page (at circulation desk) - per printing side

**Printing** (B&W) \$ 0.25 per page (from Computer) - per printing side

**Printing** (Color) \$ 0.75 per page (from Computer) - per printing side; sent to Circulation Desk copier.

**Scanned Documents:** See Circulation Supervisor for fee structure

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

Hours: Monday – Friday 10:00 am - 3:30 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: \$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.

- *Please bring a flash drive to receive your scanned documents.*
- *Flash drives are available at the Circulation Desk for \$5.00.*