

## **COPY MACHINE**

A. A copy machine is available in the library for public use. The machine can provide copies of letter, legal, and ledger size, and can copy on both sides. The machine will also enlarge and reduce.

B. Procedure for use involves requesting assistance from the librarian at the circulation desk and payment for copies made. The cost is \$0.15 for letter and \$0.20 for legal or ledger sizes per side.

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