

**ALDEN E. MILLER LAW LIBRARY
OF CLACKAMAS COUNTY**

PHOTOCOPY, PRINT COPY, FAX, EMAIL AND REMOTE REQUEST SERVICES POLICY

Self-service photocopies are 20 cents per copy.

Self-service printer copies are 20 cents per copy.

Non-attorney patrons must track how many copies/prints they have made and pay at the time they make them. Attorney patrons may take advantage of our billing system.

Self-service and remote request color photocopies or prints are 50 cents per page.

Remote request copies/scan/prints made by staff and mailed or faxed are 25 cents per page plus postage or fax charges.

Copies/scans/prints made by staff and emailed are \$3.00 per page.

Legal Document Requests, requests that can be complied with using only online resources, are 1 dollar per citation, case number or results list faxed or emailed.

FAX transmissions are restricted to legal type documents and/or photocopies of library holdings. If sending a fax for a general public patron, advance payment is required. If the attorney has a copy charge account with the library, fax costs may be added to the account:

Sending 1-10 pages: 2 dollars. Add 2 dollars for each 1-10 pages.
Example: 12 pages faxed costs \$4.00.

Receiving faxed copies: 20 cents per page.

Our schedule does not include receiving faxes for general public patrons.

Faxing among other county law libraries is exempt from charges.

PACER search with results retrieval is 10 cents per page.

Processing fee for billing attorneys for copy/print/other charges is \$5.00.

Jennifer Dalglish, Law Librarian

Date (effective July 1, 2016)