



# POLICY

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## Printing and Copying Policy

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### **PRINTING, COPYING, AND COPYRIGHT**

The Newburgh Free Library provides photocopy machines and networked printers for the convenience and lawful use of Patrons

Patrons may not use personal paper in any Library printer or copier.

Patrons must perform their own formatting and design for any print or copier jobs.

Patrons monopolizing copiers or printers with overly large jobs may be asked to return later to complete their work if others are waiting.

### **COPYRIGHT**

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In such cases, Library patrons should seek permission from the copyright owner before proceeding.