

**Gumberg Library
Duquesne University**

Copying Policy

Policy:

All copying is self-service. The Library does not offer a copy service for users, except for students with special needs.

Photocopiers are located on the 4th and 5th floors and take either Virtual Cash or cash. Microfilm/microfiche copiers are located on the 5th floor and take either Virtual Cash or cash.

Cost:

- Photocopies - \$.07 Virtual Cash or \$.10 cash
- Copies from microfilm - \$.10 Virtual Cash or cash
- Copies from microfiche - \$.10 Virtual Cash or cash

Copy Refund Policy

Circulation will refund users (up to \$1.00) for copy errors that are the fault of the machine. There will be no refunds for errors that are the fault of the user.

Date issued:

Responsible for policy: Bruce Johnston

Issuing department or division: Access Services

Supersedes:

Filename:

Forms and forms locations: