

# Printing Services



## Regular printing

The Eaton Public Library offers the following printing options:

- Up to 200 free prints per month (including color) with a valid library card
- These prints can either be 8.5x11, 8.5x14, or 11x17
- Our office supplies station has staplers, rulers, tape, and anything else you will need
- We also have a laminator for public use

## Poster Printing

We have a standard size poster printer. This machine has the following options:

- Each user can print one 24x36 inch poster per month for free with a valid library card

- This machine is by reservation only and a reservation can be made at the front desk or through our contact us page
- If you wish to print more than one poster it is \$7.00 per poster after your free one.
- We have a rotating stock of different poster types but the most common are photo and matte





## Faxing

We offer a free fax service at the Eaton Public Library. Please note the following:

- Our faxing service is free and unlimited
- Our faxing service can not provide a confirmation until 24 hours has passed. Feel free to contact us the following day for confirmation
- Ask the front desk for help using our fax service and we will be happy to assist you



## Scanning

We have multiple scanning options available for free. Our Xerox for documents and a Canon v600 for photos.

- Our Xerox printer is capable of scanning documents quickly and efficiently. You can also scan and send directly to an email
- The Xerox also creates PDFs from your documents
- If you need a more sophisticated scanner we have a Canon v600 in the Makerspace that specializes in photos

- From this scanner you can easily digitize your photos to a USB drive