# Printing & Copying To-Go

## FAQs

**How does it work?** Contact the library by phone at 508-622-5255 to request printing or copying and make an appointment for pickup.

**Why do I need to make an appointment?** Scheduled pickup times help us practice social distancing by controlling the flow of traffic at the library entrance and the book and media drop area. Scheduling also ensures that a staff member will be available to help you when you arrive. Finally, scheduled times help create a steady pace so that staff are available to take calls, answer questions, and process requests throughout the day.

**What can I print or copy?** We can print or copy up to 10 single-sided 8.5" x 11" pages per patron each day free of charge.

**How will I get my documents to you?** We can print documents from a flash drive or make copies from original documents. (Please note: we cannot print directly from phones or other devices. If you do not have a flash drive, please contact us for assistance.) When you arrive for your appointment, you should place your flash drive or documents on the cart. After you step away a staff member will retrieve them and confirm the details of your request. A staff member will return your items by placing them on the cart; once staff is inside you can retrieve your items.

**Will my documents be kept private?** Our staff will continue to make every effort to maintain your privacy, however your documents cannot be kept completely private as staff will be able to view them as they process each request. Please do not include personal information (SSN, credit card number, bank information, etc) in print & copy requests. Print requests must comply with the Computer/Internet Use Policy, available on our website.

*We ask that you not use this service if you or any member of your household is ill or has been asked to quarantine, has been exposed to COVID-19, or has been outside the country or visited any states that are not designated as a lower COVID-19 risk within the past 14 days.*