

PHOTOCOPY SERVICE

The Elmhurst Public Library complies with the ILLINET Interlibrary Loan Code. Photocopies of periodical articles will be provided under the following guidelines:

Responsibility

Patrons are responsible for photocopying articles available at Elmhurst Public Library. Photocopy machines are available throughout the building.

Patrons are also responsible for photocopying articles available from periodicals held at Elmhurst College Library in any format.

Articles not available at either of these libraries may be requested from another library.

Eligibility for Service

Photocopies will be provided to Elmhurst Public Library cardholders and patrons of other libraries with EPL Business stickers.

Photocopy Service Fees

There may be a fee for each photocopy request placed.

Additional fees will be incurred for obtaining an article from a library outside the state of Illinois will be paid by the patron on receipt.

Any fees associated with photocopying will be established by the Library Director and reviewed by the Board of Trustees.