

Title: Photocopying Costs for Staff, Libraries, Non-Profits, and Businesses

Category: Administration

Date Last Updated: May 30, 2025

Purpose

To outline the current photocopying costs at Northern Lights Library System (NLLS) based on user type, paper size, paper type, and whether the print is black and white or colour.

User Groups

- **Staff** – NLLS employees.
 - **Member Libraries** – Public libraries within the NLLS network.
 - **Non-Profit Organizations** – Verified registered non-profit entities.
 - **Businesses** – All commercial or for-profit organizations.
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Photocopying Rates

Paper Size	Paper Type	Print Type		Member Libraries	Non Profits	Businesses
8.5 x 11	Regular	Black & White		\$0.35	\$0.40	\$0.45
8.5 x 11	Regular	Colour		\$0.43	\$0.48	\$0.53
8.5 x 11	Cardstock	Black & White		\$0.45	\$0.50	\$0.55
8.5 x 11	Cardstock	Colour		\$0.53	\$0.58	\$0.63
11 x 17	Regular	Black & White		\$0.40	\$0.45	\$0.50
11 x 17	Regular	Colour		\$0.48	\$0.53	\$0.48

Notes

- Rates include standard handling but not large-volume prep or finishing services (e.g., stapling, folding,).
 - Laminating and Binding are extra fees
 - Prices are per page, single-sided. Double-sided copies are charged per side.
 - Cardstock requests are subject to availability and may require pre-ordering for large volumes.
 - Discounts may be available for large non-profit print jobs with advance approval.
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