**Use of Copiers, FAX Machine, and Telephones**

**Photocopier Use Policy**

* Copies are $.15 per copy.
* Faculty, staff, and note-takers hired for hearing-impaired students are allowed free copying for college business.

**FAX Use Policy**

* Use of the FAX machine will follow the college-wide policy.

**Telephone Use Policy**

* Telephones shall be used for college business only.
* Students may use the phones for intra-campus calls only.
* Exceptions will be made at the discretion of the professional staff member in charge.

**Telephone Device for the Deaf (TDD) Use Policy**

* The TDD may be used by any patron who is hearing-impaired or who wishes to communicate with a hearing-impaired person**.**
* The TDD will not leave the building.
* Use of the telephones with the TDD will comply with the Telephone Use Policy.