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Print, Fax, Scan, Test Proctor Fees

The Maryville Public Library offers a mediated print, copy, and fax service to the general public for a fee. This fax service is available for both sending and receiving faxes. Fees are charged to recover the costs associated with materials and labor in providing these services.

Charges:

Printing or Copying: 25 cents per page for black and white, 50 cents per page for color. Faxing: $1 per sheet to send or receive a fax.

Original documents and patron faxes received will be held at the library for up to two weeks. Those documents will be shredded after 14 days if not picked up.

Patrons must present valid photo identification to pick up a received fax. (A valid ID could consist of a driver's license, student ID card, or work ID. In the absence of any photo identification, the library will accept two (2) pieces of ID with the patron's name on them.)

Limitations and Disclaimers: Maryville Public Library Policies prohibit the viewing and/or distribution of obscenity, illegal activities and malicious actions such as sending threatening or harassing materials. The Maryville Public Library makes no guarantee of the quality of the fax sent or received.

Proctoring Fees: The library offers a maximum of six cumulative hours of proctoring service free of charge for Maryville residents who bring proof of current residency within city taxing district limits, or who pay a full non-resident fee for library use.

Effective January 1, 2017, all other individuals using a library proctor are required to pay a $20 fee per test, with an additional $10 for each test session lasting more than one hour. Individuals using a nonresident card with fees waived due to the B.D. Owens shared services agreement will not be exempt from proctoring fees.

Maryville residents and paid non-resident library cardholders needing proctoring services beyond six cumulative hours per year may also be subject to the $20 fee per test, with an additional $10 for each test lasting more than one hour.

For all individuals taking a proctored test, additional fees may be charged to cover printing, postage, faxing or scanning services related to the exam.

All proctoring fees must be paid by cash and are due before the completed test is submitted by the proctor to the designated institution.