

Photocopy Service Policy

The _____ Public Library provides a photocopier for public use, primarily to facilitate patron use of non-circulating materials such as reference books, magazines, newspapers, and local history materials. Fees for the copier are established by the Library Board. Fees are reviewed annually.

Photocopiers are self-service and, except for assisting disabled patrons, staff is not available to make copies. When assisting with the copier, staff will not knowingly violate copyright law. Patrons using the photocopier must adhere to the U.S. Copyright Law when copying materials.

The Library attempts to maintain its equipment in good working order, but the Library is not a retail print or copy shop. Those patrons seeking high-quality printing or copies are directed to local printing businesses. The Library will reimburse only for the first copier malfunction or poor-quality copy. Staff, at their discretion, and as time allows, may make copies on the staff copier for patrons if the public copier is out of order. Such decisions will be made based on the immediacy of need, the type of material, and anticipated length of time that the public copier will be out of service.