



Glenwood Public Library Policy

Copy and Fax Policy

2017.08.02

August 2, 2017

Approved By Glenwood Public Library Board of Trustees

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Library Director Signature

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Staff Signatures

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**PURPOSE:**

Glenwood Public Library provides copying, scanning and faxing services to the Glenwood community. This policy describes the services that are provided and the cost associated with those services.

**SCOPE:**

This policy applies to all materials and community members that are using the copying, scanning and faxing services provided by the Glenwood Public Library. The content of materials copied, scanned or faxed is outside the scope of this policy.

**PROCEDURES FOR FAXES:**

1. The Glenwood Public Library fax number is 712-527-3872.
2. The fax/copying machine is operated by library staff.
3. Faxes are only sent in black and white and can accommodate letter size documents.
4. Sending faxes
  - a. All faxes are sent with a cover page at no cost
  - b. Patrons must provide a copy of acceptable condition to be faxed
  - c. The library is not responsible for successful receipt by the destination fax
  - d. The library is not responsible for any loss or damage arising from faxing
  - e. The library will provide confirmation the fax is received
  - f. The patron must stay until the fax is sent
  - g. If the fax does not go after 3 tries, the customer must send it at another time
  - h. Fees
    - i. Long distance - \$3.00 for first page, \$1.00 for each additional page
    - ii. Local and 800 calls - \$1.00 for the first page, \$0.50 for each additional page
    - iii. International - \$5.00 for first page, \$1.00 for each additional page
    - iv. All fees must be paid at the time faxes are sent
5. Receiving faxes
  - a. Customers may receive faxes at the library
  - b. The library will make every attempt to notify patrons when faxes are received
  - c. Faxes not picked up after 7 days will be destroyed
  - d. Fees
    - i. \$1.00 for first page, \$0.50 for each additional page
    - ii. All fees must be paid at the time faxes are sent

**PROCEDURES FOR COPIES:**

1. The scanning/copying machine is operated by library staff.
2. A printer is available for patrons to print from our computers or other wi-fi enabled device.
3. Fees
  - a. Black and white copies printed from our computers or other devices are \$.10 per page.
  - b. Black and white copies made by library staff on our copy machine are \$.15 per page.
  - c. Color copies made by library staff on our copy machine are \$.20 per page.
  - d. Scans can be e-mailed or placed on flash drives at no cost.