

**Subject: PUBLIC PHOTOCOPY POLICY**

**Date: April 12, 2007**

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**Replaces Policy Dated: N/A**

**PURPOSE:** The photocopier machine located in the District office is used by library staff for library related business. It will be available to county employees and the general public if copies of library resources are needed. A fee has been established to cover the expense of maintenance and supplies for operation of the copier.

**STATEMENT OF POLICY:**

- Only library staff may operate the photocopier in order to reduce operator errors and service calls for repairs.
- A limit of 20 original pages (regardless of single or double sided copies) per patron per day has been established both for the purpose of working within the guidelines of the U.S. Code, Title 17 governing copyright and to reduce staff time involved in a service not directly related to serving affiliate libraries.
- Copies of personal documents are prohibited. Referrals to other services in the Florence community will be made upon request.