

## **Stickney-Forest View Public Library District Copy/Fax/Scan Policy**

**(Adopted by the Stickney-Forest View Board of Trustees 5/28/2014)**

The Stickney-Forest View Public Library District offers photocopying, faxing, and scanning of documents via a self-service machine in the main room of the Library during regular Library hours. Should a patron need help using the machine for any of these functions, Library staff will gladly help.

The Library assumes no responsibility for content that is copied, faxed, or scanned using this machine. The Library is not responsible for any damage or loss of data or consequent damage arising out of the use of this machine. The Library is not responsible for personal documents or belongings left in or around the area of this machine.

The Library does not condone or accept the use of these services for any unlawful purpose. Patrons are asked to observe and obey all relevant copyright laws.

All copies, scans, and faxes are charged on a per page basis. Double-sided copies on a single sheet of paper are charged as two pages. Single dollars or coins are required. Fees for these services are set by the Library Board of Trustees, and are posted in a number of places including the immediate vicinity of the self-service machine. Fees are subject to change without notice at the discretion of the Library Board. All fees apply even if a patron supplies her/his own paper. Because this is a self-service machine, patrons are responsible for the end-product of its use. Dissatisfaction with the end-product is not grounds for a refund of paid fees. In exceptional circumstances, refunds may be granted at the discretion of a Library supervisor.

The Library will provide a fax cover sheet upon request. This cover sheet will count toward the total number of pages being sent and therefore will be paid for by the patron. All faxes must be sent within the continental United States. The Library does not accept incoming faxes on behalf of patrons.