

# USE OF LIBRARY EQUIPMENT

## 1 – Posting Notices in the Library

As a public service, the library provides limited spaces for the distribution of leaflets and other printed material not generated by the library itself, the posting of announcements of meetings and community/school cultural or sporting events and the display of materials or collections. The spaces described in this policy are limited to individuals or nonprofit organizations located within Cedar or neighboring counties.

Materials which constitute advertising for a business will not be accepted for any of the spaces. Permission to post or display items in the library does not imply the Mechanicsville Public Library's endorsement.

**Leaflet Distribution:** The library accepts informational leaflets for distribution to the public. Leaflets must be left at the Circulation Desk and will be placed in distribution by library staff. The library shall remove and discard out-of-date materials.

**Community Announcements/Events:** The front window of the library is used for posting community meeting announcements and community/school cultural or sporting events. No garage, personal property or other sale signs, services- such as baby-sitting for which fees are charged, or signs soliciting donations will be posted. Persons wanting a sign posted should bring it to the Circulation Desk and leave it for the library staff to post. The library shall remove all outdated signs, any sign found to be posted in violation of the procedure outlined herein, and any sign not in compliance with the above. The library cannot accept responsibility for returning notices and posters to their owners.

*Adopted: 6/25/2003 | Revised: 3/2/2016 (See end of document for new revision/review dates)*

## 2 – Copy Print Scan Services

### **PHOTOCOPIES:**

A copier is available to patrons. The cost for a black & white print is 20¢ a page, for a color print it is 50¢ a page.

### **PRINTING:**

A printer is available to patrons using the public computers. The cost for a black & white print is 20¢ a page, for a color print it is 50¢ a page.

### **SCANNING:**

A scanner is available to patrons to scan to a patron device or a personal email. Staff shall assist with online scanning. There is no charge for scanning. However, prints made of scans follow the fee schedule for printing: The cost for a black & white print is 20¢ a page, for a color print it is 50¢ a page.

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**PLEASE NOTE:** That the copier and printer can print on special paper that you bring to the library. Regardless of what paper is used ~~no~~ no discounts can be offered for your own paper. Double-sided prints will be charged as two single-sided prints. The staff has the right to limit the number of copies or refuse to copy non-library-oriented materials.

**K-12 Students** working on school assignments, will get first 10 single-sided (5 double-sided) prints/copies for free.

*Adopted: 12/3/1987 | Revised: 3/31/1992, 2/11/15, 3/2/16 (See end of document for new revision/review dates)*

## 3 – Fax Service

A fax machine is available at the library at the circulation desk. The staff will be responsible for operating the fax machine. Cover sheets are available at the library's circulation desk at no additional cost and are not included in the faxing fees.

### Faxing Fee Schedule

- Local & Long-Distance Outgoing - \$1.00 for the first page sent and 50¢ for each additional page.
- International Outgoing - \$2.00 for the first page sent and 75¢ for each additional page.
- 1-800 Outgoing numbers will be charged a flat fee of \$1.00
- Incoming Faxes – First three (3) pages are no charge; additional pages are 10¢ each.
- Any printing required for faxing will be charged at the fee schedule for printing.
- Patrons must pay for fax calls at the time they are made. No provision is made for billing these calls.

*Adopted: | Revised: 12/7/2011, 3/2/16 (See end of document for new revision/review dates)*

## 4 – Laminate Service

The library's lamination machine can handle pages up to 10 inches wide. We have 5mil Letter Size (8.5 x 11) laminating pouches available at the cost of 75¢ per pouch. Smaller sized laminating pouches are available at 50¢ per pouch. Other specialty laminating pouches that may be on-hand will be available at the cost of \$1.00 per pouch.

Disclaimer:

- Due to the heat process involved with lamination and the possibility of special coatings on the materials, the library assumes no liability as to its effect on the items being laminated.
- Patrons are advised that discoloration, bubbling, and such are a probability when

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laminating.

- The library will laminate only one flat, smooth item per pouch. No collages or multiple loose pieces per pouch.
- U.S. or State Documents cannot be laminated, this includes licenses, social security cards, birth certificates, passports, etc.
- The library is not responsible for damage or loss of materials or the final condition of the processed materials. No refunds will be issued.

## 5 – Telephone

We have only one phone line which is intended for business use. Patrons may use it for a brief call only. No business calls may be made by library patrons from the library telephone. No calls may be made without the consent of the staff.

*Adopted: | Reviewed & Approved: 3/2/16 (See end of document for new revision/review dates)*

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***3/3/2016 Policy will be reviewed as a whole going forward***

*Revised & Reviewed: 1/9/19*

*Revised & reviewed: 11/3/21*

*Revised & reviewed: 4/3/24*