

UPPER MORELAND FREE PUBLIC LIBRARY

Policy Number	OPS-08
Policy Name	Copy Machine

Revised:	11/09/11
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I. POLICY

A. The library maintains a copy machine (staff copier) for use by library personnel for library business.

1. Only library personnel may use the staff copier.

B. A second copy machine (public copier) is maintained for public use.

1. A fee will be charged to the public for use of the public copier.

2. Library personnel may use the public copier for personal business at a discounted rate.

3. Friends of the Upper Moreland Free Public Library may use the public copier for Friends business at no charge.

4. The Literacy Council of Willow Grove may use the public copier for Literacy Council business at no charge.

II. RESPONSIBILITY

A. The Director is responsible for implementing procedures and establishing fees in accordance with this policy. Changes to the fees will be approved by the Board of Trustees.