

UPPER MORELAND FREE PUBLIC LIBRARY

Revised:	11/13/2013
Next Review:	4 th Qtr 2020
Reviewed:	08/09/2018
Original:	1982

COPY MACHINE

I. POLICY

- A. The purpose of this policy is to determine appropriate use of photocopiers for library business and for public use.
- B. The library maintains a photocopy machine restricted to library business by library personnel or supervised library volunteers.
- C. A second photocopy machine 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 Public Library may use the public photocopier 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.
 - 5. AARP Tax Aide volunteers may use the public copier for AARP Tax Aide business related to Tax Aide appointments scheduled at LIBRARY at no charge.

II. DEFINITION- N/A

- III. **RESPONSIBILITY:** The library director shall establish necessary procedures and appropriate fees to comply with this policy. Changes to the fees shall be reported to the Library board of trustees.