

UPPER MORELAND FREE PUBLIC LIBRARY

Revised:	12/09/2020
Next Review:	4 th Qtr. 2023
Reviewed:	11/12/2020
Original:	1982

PRINTER/ PHOTOCOPIER USE

I. POLICY

- A. The purpose of this policy is to determine permitted use of printers/photocopiers.
- B. The library maintains a printer/photocopier restricted to library business by library personnel.
- C. A second printer/photocopier with a fee charged is for public use. The printer/photocopier fee is waived for the following organizations:
 - 1. Friends of the Upper Moreland Free Public Library for Friends' business.
 - 2. Volunteers of the Literacy Council of Willow Grove for Literacy Council business.
 - 3. AARP volunteers for AARP business.

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.