

UPPER MORELAND FREE PUBLIC LIBRARY

Revised:	07/12/2023
Next Review:	4 th Qtr 2026
Reviewed:	06/23/2023
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 use for library business by library personnel.
- C. A second printer/photocopier, fees apply, 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 Norristown 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.