

Fort Dodge Public Library

Print, Copy, Scan, and Fax Services

Purpose

The Fort Dodge Public Library recognizes that access to printing, copying, scanning, and faxing services are a necessity of modern life. They are critical to obtaining and disseminating information, participating in work and educational opportunities, maintaining social relationships, and sharing in cultural and leisure activities. The library is committed to providing public access to these services.

General Policies

FDPL provides self-service printing, copying, scanning, and faxing for the public during its regular business hours.

The use of public printers and the ScanEZ station are subject to United States copyright law. Users are responsible for complying with copyright law and adhering to any/all licensing agreements, as well as all local, state, and federal laws, including, but not limited to, those concerning fraud, privacy and obscenity.

Any charges for printing, copying, or faxing must be paid for at the time of service. Patrons may pay using cash or credit/debit card. Charges for these services are listed in the Library's Standard Fees Addendum.

Printing

The Library offers black & white and full color printing capabilities from its public Internet computers and WiFi connection, as well as from a user's own Internet enabled device(s). Costs are per printed side and will apply even if the user's own paper is supplied.

Scanning

The Library offers scanning of books, photographs, and documents into a variety of formats. It also allows for the translation of items to audio or text in a number of languages. Scanned items may be emailed or saved to a patron supplied USB drive, Google docs, or the Cloud for free. Scanned items may be printed or faxed for a fee.

Copying

The Library offers black & white and full color photocopying capabilities. Costs are per printed side and will apply even if the user's own paper is supplied.

Faxing

FDPL offers outgoing fax service to places in the United States and Canada only. The Library is not responsible for the quality of the fax sent including missing pages, bad transmissions, failure to transmit, or incomplete information. The Library is not responsible for any damage, loss of data, or consequential damage arising from an individual's use of this service. The library makes no guarantees as to the privacy, quality, or reliability of this service. Users are responsible for confirming the receipt of their fax by the other party.

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