

Fort Dodge Public Library

Print, Copy, Scan and Fax Policy

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

The Fort Dodge Public Library provides self-service printing, copying, scanning, and faxing for the public during its regular 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/all fees for printing, copying, or faxing must be paid for at the time of service. Patrons may pay using cash or credit/debit card. Fees for these services are listed in the Fines and Fees Addendum to this policy.

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). Printing 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. The scanning station 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. Copying costs are per printed side and will apply even if the user's own paper is supplied.

Faxing

The Library offers outgoing fax services to places in the United States and Canada. International fax service is not available. 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 a patron's use of this service. The library makes no guarantees as to the privacy, quality or reliability of the fax service. Patrons are responsible for confirming the receipt of the fax by the other party.

Adopted 11/30/2020