

MEDINA COUNTY DISTRICT LIBRARY POLICY MANUAL

Policy No: PUB-10	Title: PRINT, COPY, FAX & SCAN SERVICES		
Section: Public Services	Owner: Assistant Director	Resolution No: 23-21	
Board Approval Date: 07-16-2018	Staff Reviewed Date: 03-31-2023	Revised Date: 07-18-2023	Effective Date 07-18-2023

Policy Statement:

Medina County District Library recognizes the role of printers, copiers and faxes in the management of the library, delivery of public services, and support of our facilities. MCDL provides copiers, scanners, printers and faxes for use by the public.

MCDL will provide outgoing FAX service to the public within the continental United States. The library will not receive incoming faxes for the public.

Using library computers or wireless devices, the public may print up to five free black and white pages per day or one free color page. Additional prints are charged at .10 per black and white per page, .50 per color per page, where available. A page includes both single and double sided. Ledger size paper (11 X 17) will be charged as two pages.

Using library copiers, the public may print up to five free black and white pages per day or one free color page per day. Additional prints are charged at .10 per black and white per page, .50 per color per page, where available. A page includes both single and double sided. Ledger size paper (11 X 17) will be charged as two pages.

Using library equipment, the public can scan to email at no charge.

Copy machines do not make change. The funds you load on your account are nonrefundable.

Related Forms: PUB-10.01 Fax Cover Sheet

