

MEDINA COUNTY DISTRICT LIBRARY POLICY MANUAL

Policy No:	PUB-10	Title:	Print, Copy, Fax & Scan Services				
Section:	Public Services	Owner:	Asst. Director		Resolution:	18-41	
Board Approval Date:	7/16/18	Effective Date:	7/16/18	Revised Date:	7/16/18	Reviewed Date:	7/11/18

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 print, where available, per day. Additional prints are charged at .10 per black and white print, .50 per color print, where available.

Using library copiers, the public may print black and white copies at .10 per page and color copies, where available, at .50 per page.

Using library equipment, the public can scan to email.