

OTHER SERVICE POLICIES

Purpose:

The library attempts to provide all the services possible within the limits of its resources, and in the context of providing and distributing information.

Policy:

The services in this section are provided without discrimination to all library users and within the guidelines written here.

FAX SERVICE:

The Library provides Fax service for the public at the following rates:

To send a Fax--\$2 for the first page plus \$1 per page for each additional page. The Library will provide a cover sheet at no additional cost.

To Receive a Fax--\$1 per page

The fax fee must be paid at the time the fax arrives. If the individual is not present when the fax arrives, the fee may be assessed to the patron's library card.

COPIER SERVICE:

The Library provides a copier for public use. Copies may be made for *.15 per printed side*. Color copies *.50 per printed side*. Users may make up to fifty (50) copies at a time. It should be emphasized that the library's copier is not a printing press; a staff member shall advise a user when overuse occurs. Payment for copies must be made at the time the copies are made. In rare cases, a Circulation Supervisor may approve billing copies to the patron's library card.

EXAM PROCTORING:

The Library Manager may agree to proctor exams or designate a staff member to do so for library patrons and visitors using the following guidelines:

- A proctoring fee of \$15 will be charged to the student.
- The student must schedule the test *in advance* and *at the library's convenience*.
- The student must make all arrangements through the school issuing the exam.
- Postage, fax and coping expenses will be paid by the student.

The Library Manager shall be authorized to reject proctoring requests when staff and time are limited.