

Section II: Service Policies

TITLE: Photocopying, Printing, Faxing and Scanning Policy

DATE ADOPTED: October 9, 2000 Revised: June 2014

LVDL offers self-service equipment for photocopying, printing, faxing, and scanning. Library staff is available to provide reasonable assistance in the operation of this equipment. The equipment is not intended for high-volume use.

A nominal fee will be charged. One page is equivalent to one side of a single sheet of paper. Refunds will be given only in the case of an equipment error.

Faxes are outgoing only. LVDL cannot receive faxes on behalf of patrons. The Library makes every effort to ensure the delivery of faxes, however, some issues may be beyond our control.

LVDL supports wireless printing.