

## **PHOTOCOPY, FAX AND SCAN SERVICES POLICY**

In accordance with New York State Division of Library Development "Minimum Standards for Public Libraries", The Smithtown Library affords photocopy, fax and scan services for patrons.

The Library's photocopy, fax and scan services may be utilized only for lawful purposes.

The copyright laws of the United States govern the making of photocopies or other reproductions of copyrighted material. A notice of copyright restrictions will be prominently displayed adjacent to the copier equipment. The person using the equipment is liable for any infringement.

### **Photocopy**

Each Smithtown Library building will provide at least one self-service photocopier for patron use.

A fee, determined by the cost of maintaining and operating the copier equipment, will be charged for all copies. Fees for use of the copier will be clearly displayed.

The use of paper from an outside source is not permitted.

### **Fax**

A self-service public fax machine is available at each of The Smithtown Library buildings for transmitting out-going documents only. The Library does not accept incoming faxes. Faxing to international numbers is not available. A fee, determined by the cost of maintaining and operating the fax equipment, will be charged for all pages faxed (a double sided document constitutes two pages). Fees for use of the fax service will be clearly displayed.

The user of the fax retains the sole responsibility and duty for confirming delivery of a fax to the intended recipient. In no event will the Library, including its staff, be liable for losses or damages of any kind suffered by the sender of the fax or any third party resulting from delays, non-deliveries, wrong deliveries, service interruptions, performance or failure of the fax service.

### **Scan**

Free self-service scanners are available at each of the Library's buildings for scanning and saving documents to a USB (flash) drive or sending via email. Users must provide their own USB storage device. Flash drives may be available for purchase from the Circulation Desk.