

Rahway Public Library – Copiers, Printers, Fax, and Scanner Policy

Consistent with the Rahway Public Library's vision to be a destination vital to the fabric of the community, The Board of Trustees adopted the following policy to encourage the public's use of these services and facilities:

The library offers use of copiers, public printers, public FAX, and a scanner.

1. USAGE RESTRICTIONS & LEGAL COMPLIANCE

The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. Any person using the library's copy machine(s), printer(s), fax machine(s), and scanner is responsible for ensuring that copyright laws are followed.

Equipment may not be used to reproduce unlawful materials, child pornography, obscene content, or any other items that violate local, state, or federal law.

2. FEE OUTLINE

The following fees apply:

	COPIERS/ PUBLIC PRINTERS	OUTGOING PUBLIC FAX	PUBLIC SCANNER
Black & White - Letter	\$.20/page	N/A	Free
Black & White - Legal	\$.20/page	N/A	Free
Color – Letter Size	\$.50/page	N/A	Free
Color – Legal Size	\$.50/page	N/A	Free
Fax First Page	N/A	\$2.00	N/A
Fax Each Add'l Page	N/A	\$1.00	N/A

3. PRINTER/ON REMOTE PRINTING:

The library offers wireless printing, which makes our printers accessible without having to connect to our network or install printer drivers. Patrons may submit documents or photos for printing from any smartphone, tablet or laptop. Patrons must come to the Library within 24 hours to release and pick up the document or photo using their email address. Fees are the same as for in-house printing as listed above.

4. PUBLIC FAXING:

Public faxing takes place at the circulation desk. Patrons must ask a staff member for assistance. Cover letters are available and are not included in the page count. Incoming faxes will not be accepted.

5. PUBLIC SCANNER:

Any kind of document or picture can be scanned and converted to an electronic file. It can then be sent automatically to the patron's email. In addition to operating in flatbed mode, the scanner has a document feeder that allows multiple pages (one- or two-sided) to be scanned at once. Use of the scanner is free.

6. STAFF ASSISTANCE

The Printer(s), Scanner(s), and Photocopier(s) are run on a self-service model. Patrons are responsible for operating the equipment themselves. Staff can provide verbal guidance and troubleshooting. However, to protect user privacy and library liability, staff will not perform the printing, scanning, or copying for any patron. Exceptions for the self-service rules will be made for patrons who require assistance due to a disability.

Due to the location of the Fax Machine, faxing must be performed by a staff member. Staff will take reasonable precautions to not infringe on patron privacy.

7. LIBRARY LIABILITY

The library assumes no responsibility or liability for any of the following

- Loss or corruption of data during use
- Damage to original documents placed in library equipment