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5.13 Public Scanning Service

The Emmetsburg Public Library offers a scanning service for the benefit of the public.

The library will scan both in color and monochrome for patrons for a nominal fee.

The library will charge \$0.10 per scanned page.

The scanning area is limited in size.

The library is able to scan multiple pages into a single computer file, but the documents to be scanned must meet the specifications set forth in the library's faxing policy.

All patrons must provide their own compatible media or valid email address for the scanned image to be transferred.

The library staff reserves the right to refuse to scan any material.

Adopted: October 2010; Reviewed: April 2014, April 2017, February 2020, August 2022

Scheduled for Review: July 2025