



May 15, 2023

## **Use of Library Services**

### **1. Photocopying**

New Hartford Public Library provides a photocopier for public use. The photocopier is available for use at the cost of \$.20 per copy. Those requesting use of the photocopier must adhere to the U.S. Copyright Law when copying materials subject to copyright. A copyright notice is posted above the photocopier.

### **2. Faxing**

Fax service is available to members of the public. When the public is using the library's fax service the following procedures are in effect: Fax messages may only be left for transmittal or picked up during the library's normal operating hours. The library staff will handle all transmissions. The public is not permitted to operate the fax machine. The cost for sending and receiving fax messages is \$1.00 per page (not including the cover page).

**Approved: May 17, 2023**