

RAINY RIVER PUBLIC LIBRARY		
Category: SERVICES		Number: SE8
	Topic: Business Services	Page: 1 of 1
Date: November 2, 2011	Authorized by:	

This policy establishes the library's rules for providing business-type services.

1. The library shall provide business-related or office services when demand warrants and when budget permits.
2. These services may include:
 - a. Photocopying
 - b. Faxing
 - c. Access to software applications, such as email and word processing
 - d. Lamination
 - e. Other services deemed useful by the library board
3. The library shall charge fees for these services on a cost-recovery basis. The library board shall review the fees annually. Fee amounts shall be set each year by the Town of Rainy River's miscellaneous fees by-law.
4. The library's Freedom of Information and Protection of Privacy policy (SE9) shall govern these services. The information contained in copied or faxed documents is confidential and shall not be disclosed except as permitted under policy SE9.
5. The library does not provide desktop publishing or typing services, only access to the software to undertake such activities. Library staff do not create original documents for the public.