

RAINY RIVER PUBLIC LIBRARY		
Category: SERVICES		Number: SE8
	Topic: Business Services	Page: 1 of 1
Date: Nov. 1, 2016	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. Scanning
 - d. Access to software applications, such as email and word processing
 - e. Lamination
 - f. 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 during the annual budget process.
4. The Library's Freedom of Information and Protection of Privacy policy (SE9) shall govern these services. The information contained in copied, faxed and scanned 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.
6. The Library is not responsible for unclaimed faxes received for patrons. If not collected, faxes will be placed in the lost and found for one month, and then destroyed by shredding. The charge to receive the fax remains owing until paid.