

# Scanning Service Policy

Black and white and color scanning services are available at no cost. Patrons needing scanning services can visit the circulation desk during regular hours and speak with any staff member. Operation is limited to staff.

- Documents or photos can be scanned up to a maximum size of 11 inches x 17 inches in size.
- Documents or photos can be scanned in .tiff, jpeg, xps, or pdf format.
- Documents will only be emailed to the patron making the scans.
- Resolution can be set from 200-600 DPI.
- Small items like identification cards or receipts can be combined into a single scan.
- The Scanner Service must not be used for illegal purposes or adult themes, and patrons must abide by copyright laws.
- No copies or scans will be made of any work which specifically forbids its being copied. This includes professional photographs.
- Morgan County Library is not responsible for lost or damaged files.

***Approved by Library Board of Trustees on August 11, 2016.***