

## Scanning Policy

Scranton Public Library offers scanning services to the public. Patrons needing scanning services can visit the Reference Department on the 2<sup>nd</sup> floor during regular business hours and speak with any member of the department staff.

The scanner will be located at the Law Station Desk, which is in sight of the Reference Desk at all times. Operation is limited to library staff. The library staff member will scan patron's documents to a flash drive that he or she has supplied or the patron can purchase one at the Reference Desk. The cost is ten dollars (\$10). The library staff can also scan the document to a special email account set up for this service.

The Reference Department will not save a copy of the scan. It will be deleted immediately upon the completion of the scan job.

The Scranton Public Library is not responsible for lost or damaged USB drives that will be used for saving the scanned document.

Scranton Public Library will charge \$1.00 per image for scanning services. The staff will scan the document in tif, jpeg, or pdf format only. Image resolution will be set to 300 DPI. If the scan does not meet the expected result, the staff member will stop scanning the image and the patron will be referred elsewhere for the service. In this circumstance they will not be charged for the scan.

The Scanner Service must not be used for illegal purposes, adult themes, and patrons must abide by copyright laws.