

Madison Public Library
SCANNER POLICY

Mission Statement

The Madison Public Library is the community's center for ideas, information, learning, and connections. The Madison Public Library seeks to provide enjoyment, education, information and guidance through materials suited for the Borough of Madison.

Purpose

This policy is intended to outline appropriate use of the library's public scanner.

Responsibility

The responsibility for these guidelines ultimately rests with the Library Board of Trustees. The authority and responsibility for setting these guidelines rests with the Library Director, who delegates this task to qualified professional staff.

Guidelines

- Patrons may use the public scanner with a valid library card from any library in MAIN or a guest pass.
- The scanner PC (computer) is only to be used when a patron has documents or images to scan.
- When a patron has completed their scanning, they are required to move to another computer.
- Patrons are limited to 60 minute sessions on the scanner PC. If no other patrons are in need of the scanner, time sessions can be extended in 60 minute intervals.
- If another patron needs the scanner while it is in use, the patron using the scanner will be notified that their time will not be extended beyond the current 60 minute interval.
- Library staff has the discretion to end a patron's session if the patron does not comply with any library policies or procedures.

Approved by the Board of Trustees of the Madison Public Library at an Open Public Meeting following proper notice, on June 08, 2023.