



## Avon-Washington Twp. Public Library

# Business Center Policy

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For the convenience of our patrons a Business Center has been created near the Adult Reference Desk. The Business Center is self-service. It has a coin-operated print release station for documents printed from the public computers and a coin-operated photocopier for patrons wanting to copy documents. The photocopier also has the capability of scanning documents for emailing to an individual email address and can be used for faxing. While the center is self-service, reference staff will provide assistance if a problem arises.

1. The price for black and white printing or photocopying on letter and legal-sized paper is ten cents.
2. Color printing or photocopying on letter and legal-sized paper is 25 cents.
3. Copy and print costs are NOT less if made on paper provided by the patron.
4. A copy is considered one side of a sheet of paper. Double-sided copying or printing doubles the cost.
5. Photocopies and prints made as a result of user error will cost the price of the given copy or print. Refunds will not be made for user error.
6. The cost to scan to an email is 10 cents per page.
7. The cost to send a fax is \$1.00 per page. The library does not receive faxes for patrons.
8. Both coin-operated machines accept coins as well as one and five dollar bills.
9. Cash is the preferred payment method for printing, photocopying, scanning and faxing fees. A credit/debit card will be accepted. **NO CHECKS WILL BE ACCEPTED.**
10. In accordance with IC 5-14-3-3, the public is allowed to request copies of library records, with the exclusion of those records covered under the "Confidentiality of Records Policy." Request will be made in written form to the library director and all copies shall be ten cents per page. For the purposes of this policy, materials owned by the library (i.e., books, reference works, periodicals, etc.) shall not be considered library records and written request for copying of these materials will not be necessary.



## Avon-Washington Twp. Public Library

# DISPLAYS AND EXHIBITS POLICY

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1. Exhibit space may be made available for public use at the discretion of the Library Director.
2. Library sponsored or co-sponsored exhibits take precedence over the other exhibits at all times.
3. Displays in the library are seen by patrons who walk into the library, both children and adults, who possess various degrees of sophistication. The materials comprising the display must therefore meet guidelines that are generally known and "a standard acceptable to the community."
4. The Library Director reserves the right to reject any part of a display or to change the manner of the display when deemed appropriate.
5. Normal exhibit duration time shall be one calendar month. Bookings may be made with the Administration Department.
6. Display items must be of such size, composition and weight that they will not necessitate alterations to or cause damage to the exhibit cases or area.
7. The library assumes no responsibility for the preservation, protection or possible damage or theft of any item displayed or exhibited.
8. All items placed in the library are displayed at the owner's risk.
9. The Library Director and the Board of Trustees reserve the right to approve or disapprove any material submitted for display on library premises.



## Avon-Washington Twp. Public Library

# POLICY ON PUBLIC NOTICE BULLETIN BOARDS

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1. Bulletin Board postings are accepted when space allows and are available to any local non-profit organization wishing to publicize civic, educational or cultural events.
2. Library information is a priority for bulletin boards.
3. Materials must be submitted to the Circulation Manager for posting. (S)he shall determine whether the material falls within posting policy.
4. All political campaign or ballot-related literature is excluded.
5. Size of the postings shall not exceed 58" around the perimeter.
6. Due to limited amount of space available, material may be displayed only for one month.
7. Removal of any posted material is done by the Circulation Manager.
8. The Library Director and the Board of Trustees reserve the right to approve or disapprove any material submitted for display on library premises.



## Avon-Washington Twp. Public Library

### FLIERS & BROCHURES POLICY

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1. All material for posting must be submitted to the Circulation Department Manager for approval.
2. The Library Director and the Board of Trustees reserve the right to approve or disapprove any material submitted for display on library premises.
3. All items placed in the library are displayed at the owner's risk. The library assumes no responsibility for lost or damaged items.
4. The flier/brochure holder in the Circulation Department is available for Washington Township not-for-profit organizations' material on a first-come, first-served basis.
5. It is also available to not-for-profit organizations located outside the Washington Township area, if space is available.
6. Other areas of the library may be available for not-for-profit materials but this must be approved.
7. No political campaign-related material will be accepted.
8. Size of material in the brochure holder cannot exceed 8 1/2" x 11".