

SUBJECT: Access Services : Fax, Photocopy, & Scanning Services

MANUAL: Health Sciences Library Policy & Procedure

POLICY: Fax, Photocopy, & Scanning Services

RESPONSIBLE PERSONS: Library Staff & Customers

POLICY

1. The Library provides fax and scanning services at no charge to CON students and faculty and MCHS associates.
2. Copying services are available for \$.05 per page. There are 2 photocopy machines on the 3rd floor of the CLE.
3. Mount Carmel College of Nursing students are expected to do their own photocopying.
4. Residents in the Mount Carmel GME program are expected to do their own photocopying.
5. Complimentary copying is available for medical staff.
6. A designated copier on the 3rd floor of the CLE is dedicated to the copying needs of medical staff and CON faculty. The access code can be requested from a library staff member.

BASIC COPYRIGHT GUIDELINES PER FAIR USE MUST BE FOLLOWED.
50 page maximum reproduction per item

DEVELOPED BY: Library Staff

DATE: 1994

REVISED BY: Library Staff

7/16/07

REVIEWED BY: Stevo Roksandic, Director

7/16/07

APPROVAL FOR IMPLEMENTATION BY:

DATE:

8/7/07

Ann Eschelle