

WAUKEE PUBLIC LIBRARY	BOARD
SECTION 6.2	APPROVED
PUBLIC SERVICE PROVIDED BY FEE	ADAPTED 7/02, 1/06 REVIEWED 4/08; Reviewed and Updated 06/11, 11/13

Public Service Provided by Fee

The Waukee Public Library has as its mission the provision of free and open access to information in varied formats. However, there are limits to what can be provided with budgeted funds. Therefore, the Board of Trustees has determined that some services will be provided on a cost-recovery basis, passing the cost of these expanded services on to the user. Fees are established when the service clearly benefits an individual user or requires exceptional staff time to provide (e.g. laminating, faxing or personal photocopying). Fees for services may not be charged to a customer's library account. The Board of Trustees will review fees on an ongoing basis. The following services are provided for a small fee:

Fax Machine

The Library offers use of the fax machine to the public. Patrons may send and receive messages on the Library fax during all Library open hours. Staff will operate the machine for the patron. A fee, set by the Board of Trustees, will be charged. This fee will be charged whether sending or receiving a fax for patrons.

Copier/Printer

The library provides access to a public copier/printer that will allow patrons to make copies of personal materials and/or print materials from the library's public access computers. Copies/prints will incur a minimal fee. Fees for black-and-white and color printing will be determined by the Board of Trustees.

Copies made from library materials for educational use will be provided free of charge up to five copies a day, with current library charges per copy thereafter per patron, per day. Patrons will not be charged a fee to copy state and federal tax forms from the book of reproducible forms.

Basic guidelines on copyright laws will be made available to guide patrons and staff in compliance with current copyright laws

Laminator

The Waukee Public Library offers laminating service to the public for a small fee. The library staff will laminate any item per current laminator capabilities at a cost to be set by the Board of Trustees. Patrons must fill out an agreement for service form and sign waiver of responsibility. The laminator will be operated by staff for that task.