

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

MANUAL: Health Sciences Library Policy & Procedure

POLICY: Fax, Photocopy, & Scanning Services

RESPONSIBLE PERSONS: Library Staff & Clients

POLICY

1. The Library provides fax and scanning services at no charge to MCHS colleagues, including MCCN faculty, students, and alumni.
2. Clients can make only one photocopy.
3. Mount Carmel College of Nursing students and MCHS GME residents are expected to do their own photocopying.

**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

06/04/14

REVIEWED BY: Stevo Roksandic, Director

06/04/14

APPROVAL FOR IMPLEMENTATION BY:

Ann Eschale

DATE:

7/1/14