

<b>TABLE OF CONTENTS</b>	<b>Page</b>
1. Unsupervised photocopy, printing, and fax equipment . . . . .	1
2. Staff photocopying... remote patron requests . . . . .	1
3. Archives research services . . . . .	2

**1. UNSUPERVISED PHOTOCOPY, PRINTING, AND FAX EQUIPMENT**

**a. General Policy**

The library provides self-service photocopy, printing, and FAX equipment at an appropriate charge for use by patrons.

**b. Copyright**

The library posts notices concerning copyright regulations on all unsupervised public copiers and printers. If called upon to assist patrons, library staff members do not make any photocopy of library material or printed copy from an electronic resource when to do so would, in their best judgment, involve a violation of federal copyright laws and regulations.

**c. FAX**

Self-service FAX equipment is available to the public for outgoing FAX. The public FAX equipment does not receive incoming FAX.

**2. STAFF PHOTOCOPYING, PRINTING, AND FAX TO FILL INTERLIBRARY LOAN AND REMOTE PATRON REQUESTS**

**a. General Policy**

The Urbana Free Library staff members make photocopies of library materials or print copies from electronic resources in response to requests from other libraries or requests from individuals who live outside Champaign County and are unable to come to the library. In making photocopies or print copies, staff members follow applicable copyright regulations. A charge is made to compensate the library for staff time, copying costs, and shipping.

**b. Copyright**

Staff members do not make photocopies of library material or printed copies from electronic resources when to do so would, in their best judgment, involve a violation of federal copyright laws and regulations.

**c. Requests from ILLINET member Libraries**

The library follows the current ILLINET Interlibrary Loan Code and attempts to honor other similar reciprocal agreements among libraries.

**3. ARCHIVES RESEARCH SERVICES**

For remote patron requests, the Archives charges a non-refundable research fee in addition to the fees for photocopies, printed copies, FAX, and scanning.

After receiving the research fee, Archives staff calculate the cost to complete the request, including copying charges and transmission or shipping costs, and forward this information to the requester. Once the additional payment has been received, the request is filled.

For more in-depth research, the Archives provides requesters with a list of local researchers who specialize in genealogical and local history research.

Adopted September 12, 1988

Last amended December 11, 2012