Faxing & Scanning Policy

Faxing

The Montgomery City-County Public Library provides faxing services at all locations for a fee $2.00 for the first page and $1.00 for each additional page. The library does not receive incoming faxes for the public. Faxing services are to be conducted by library staff only.

Scanning

The Montgomery City-County Public Library provides scanning services at all locations free of charge. Scanned items can only be saved as PDFs. Scanned items must be saved to a portable storage device (provided by the patron) or e-mailed directly to the patron from the scanner. Scanning can be completed by patrons or with assistance from library staff. Time does not allow Library staff to conduct large scans (over 5 pages) but will show patrons how to conduct the scan and allow them to complete the process un-assisted. Library equipment (memory devices) will not be used in the scanning of items.

Approved by Library Board of Trustees August 9, 2018