

**OTTUMWA PUBLIC LIBRARY**  
**POLICY AND PROCEDURE**

Name of Policy

**Scanning Patron Documents**

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Purpose: To provide a scanning service for patron's to obtain their documents in an electronic form.

Procedure:

1. Patrons may ask at the circulation desk to have a document scanned and either saved to a jump drive (or other source) or emailed to them.
2. The service is free provided that no copies need to be made. If a copy is needed in order to scan, then the \$.15/BW page & \$.50/Color page charges would apply.
3. Library staff will not email to third parties, only to the patron requesting the service. Patrons are advised to immediately check their email to confirm receipt of the document.
4. The scanning will be done immediately as long as there is not a wait of other patrons at the circulation desk.
5. No scanned documents will be saved to library computers.

Date created: 12 August 2013

Revised: 8 August 2016

Revised: 10 June 2019

Revised: 14 Feb 2022

By: Ottumwa Public Library Board of Trustees