

The Hialeah Public Libraries provides a self-service public access scanner for use by library patrons

- The *Hialeah Public Libraries Scanner Policy* and the *Hialeah Public Libraries Internet Safety, Computer and Wireless Use Policy* will apply to use of the scanner.
- The scanner can be reserved from the Library's PC Reservation system. Patrons with a library card in good standing can use the scanner free of charge. Non-residents can purchase a Computer Use Guest Pass for the cost of \$2.00. A guest pass will also allow access to the computers.
- Printing of scanned images will be charged at the Library's printer fees of \$0.20 cents per page for black & white and \$0.50 cents per page for color.
- Tutorials on how to scan documents and images are available on the scanner computer. Scanned image can be saved as a PDF file or in JPG format.
- Library staffs are not allowed to operate the scanner for patrons or assist in editing materials to be scanned or editing scanner output.
- All use of the scanner is subject to U.S. Copyright Law, and patrons will be responsible for using all scanned materials in accordance with all copyright laws.
- Patrons may save their scanning results to a USB drive that they must provide.
- All scanning is done at the patron's own risk. Hialeah Public Libraries will not assume responsibility for materials that are damaged by the scanning process.