

## **Shiocton Public Library- Public Services**

The Shiocton Public Library offers services to the public.

These services are:

Photocopies

Printing from library computers

Scanning documents

Faxing

Laminating by request

Only Library Staff will carry out the procedures of these services on behalf of the person.

The Library will not discriminate providing services for individuals or for the content of the items needing services.

Library Staff will take measures to provide privacy and confidentiality of both of the person and the content.

Each service can charge a fee to paid at the time of service at a rate set by the Library Board of Trustees.

All services can be confirmed for satisfaction before fees are collected.

Adoption Date: