

Parchment Community Library
ADA Self-Evaluation -- Services
Photocopy Service

- What: A photocopy machine is available for public use.
- Who: Anyone may use the photocopy machine.
- Where: This service is performed in the library.
- How: Patrons who wish to use the machine themselves may do so or the staff will photocopy for patrons.
- Why: It is up to the patron to decide who should do the photocopying. The charge is the same for full service as for self service.
- Changes: If a patron cannot hear and wishes to have the photocopying done by the staff, written instructions may be provided by the patron. Staff members are expected to meet the needs of every patron in the best possible manner for that patron within the limits of the library's resources.
- Adopted: 09/14/1995
Reviewed: 02/28/2006