POLICY

1. MCHSL CHL provides printing, faxing, photocopying, and scanning services to its customers present at MCHSL CHL premises for the sole purpose of consumer health information.

2. All services are performed only by MCHSL CHL staff.

3. Printing is available from the MCHSL CHL staff computer. Customers must ask present MCHSL CHL staff member on duty for assistance with printing.

4. All printing, faxing, photocopying and scanning services must comply with basic Copyright Guidelines and MCHSL standards.

DEVELOPED BY: Library Staff       DATE: 02/07/11
REVISED BY:                       DATE: 02/07/11
REVIEWED BY: Stevo Roksandic, Director DATE: 02/07/11
APPROVAL FOR IMPLEMENTATION BY:   DATE: 02/10/11