



Business Center Policy

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1. Purpose

The use of the Business Center and its services such as scanning, faxing, and copying are provided for the community's use and subject to U.S. copyright law. All patrons will be responsible for all scanned materials in accordance with all copyright laws. Library staff will not assist in making copies, scans, or faxes of materials from a source deemed to be in violation of federal copyright laws and regulation.

Except for faxes, business center services are self-serve and provided to support and enrich the community. When possible, librarians can aid patrons with this technology as teaching instruction. Madison Public Library is committed to access and will assist when necessary.

2. Printing and Copying

The library offers a public photocopier for self-service as well as printing capabilities from public computers.

Public printing from the public computers is black & white.
Public printing to the copier is both black & white and color.

Black and white printing costs \$0.10 per page, regardless of single- or double-sided printing. This is because patrons are paying for paper, not toner. There is no cost for patrons who supply their own paper and print in black & white.

Color printing costs \$0.25 per side of page. (eg. A print with color on both sides costs \$0.50).



3. Copyrights

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement. Madison Public Library reserves the right to refuse copying and/or printing service if fulfillment of the service would involve violation of copyright law.

4. Scanning

The library offers a public scanner for self-service.

Scanned materials can be emailed to an address provided by the patron or scanned to a USB flash drive provided by the patron.

There is no charge for this service.

5. Faxing

Sending Faxes

The Madison Public Library uses digital faxing/eFax.

1. A fee of \$1.00 per page, capped at \$5.00, will be charged for all outgoing faxes to local and long-distance numbers including 800 numbers within the United States. The patron will provide information for the fax’s cover page. That information is typed in the body of the email to which the scanned pages are attached.
2. Information that is sent will be scanned. At the completion of the translation, all scans and email(s) regarding the fax will be deleted. If the receiving fax machine is busy, the fax may be resubmitted up to 4 times for no additional charge. Patrons can stay in the library until the faxing is complete (confirmed by email) or leave their phone number or email to be contacted only if the fax was not accepted after 4 attempts.

Receiving Faxes

1. The library will receive faxed information from another location for patrons. The library must be notified in advance by the patron expecting the fax. Collection of the faxed material is the responsibility of the patron. The material will be held for five business days; if the material is not picked up by the end of this period, it will be



discarded. A fee of \$1.00 per page with a cap at \$5 will be charged for all incoming faxes.

2. The library's fax number is 256-7526.
3. All faxing will be performed by library staff. The Library is not responsible for the successful transmission of outgoing or incoming faxes.
4. The Library cannot guarantee the confidentiality of faxes sent from or received by the Madison Public Library. The Library is not responsible for any damage, loss of data, or consequential damage arising from the use of this service.

6. Laminating

The Library has a heat laminator for 8.5 * 11in. paper. It costs 0.50 to laminate. The patron is paying for the cost of the lamination sheet if a patron brings a lamination sheet that is approved by library staff, there is no cost.

7. Binding

The Library has a comb binder which fits paper up to 8.5 * 11in. It costs 0.75 for a binding comb. The patron is paying for the cost of the comb, if a patron brings a comb/s, there is no cost.

The City of Madison is an equal opportunity employer and provider.