

**Geauga County Public Library
Operating Policy Manual**

SECTION: SPECIAL SERVICES
NUMBER: 750
EFFECTIVE DATE: APRIL 19, 2022

PHOTOCOPIERS

The library provides photocopiers for public use; there is a charge for copies.

PRINTING FROM PUBLIC WORKSTATIONS

The library provides networked printers so that patrons may print documents from the library-provided computers. Patrons may also print from their own devices to library-provided computers. There is a charge for printing documents.

FAX SERVICE

Self-serve fax service is available to the public during the library's regular business hours. Patrons who choose to use this service must use a cover sheet including the library disclaimer.

EXAM PROCTORING

Proctoring is available for students in accredited degree- or certificate-granting programs. The students should discuss with the building's Head of Adult Services or the Branch Manager the conditions for proctoring and the arrangements for taking an exam. The library may not be able to meet the proctoring requirements for all institutions.

NOTARY SERVICE

The library's free notary service is intended for simple, one-or two-page documents, such as auto titles, simple affidavits, or medical release forms, which do not require specialized expertise. Library staff may reserve the right to refuse a request that exceeds the intention of the service and/or prevents staff from fulfilling the primary mission and goals of the library.

Patrons should call ahead to make sure the notary is available.

VOTER REGISTRATION

The library provides both Voter Registration and Absentee Ballot Request forms, and will transmit registration forms to the Ohio Secretary of State's Office or the Board of Elections.

GOLDEN BUCKEYE CARDS

Ohio residents who are at least 60 years old or disabled can register for a Golden Buckeye card at the library. Staff members must verify proof of age or disability in accordance with the instructions on the registration form. Completed forms are faxed to the State of Ohio at no charge to the patron; no copies of completed forms are retained at the library.

Approved April 19, 2022