

**BEFORE THE BOARD OF TRUSTEES
of the Yakima Valley Libraries**

**RESOLUTION
#25-009**

In the Matter of Implementing the Convenience Services Policy to Replace the Public Printing Policy and Library Faxing Policy

WHEREAS, Yakima Valley Libraries adopted the Public Printing Policy in March of 2021 and the Library Faxing Policy in June of 2006.

WHEREAS, the Convenience Services Policy addresses printing and faxing.

WHEREAS, the Convenience Services Policy also includes copying and scanning.

WHEREAS, the Trustees approve all Library Policies,

THEREFORE, BE IT RESOLVED that the Board of Trustees approves the Convenience Services Policy to replace the Public Printing Policy and Library Faxing Policy.

ADOPTED by the Board of Trustees this 25th day of August 2025.

X Brendly Licht
Trustee

X [Signature]
Trustee

X [Signature]
Trustee

X Mary Mackintosh
Trustee

X Andrew L. Paragkoo
Trustee

Yakima Valley Libraries Convenience Services Policy

PURPOSE

Yakima Valley Libraries (YVL) strives to provide library patrons free access to essential library services. To support additional needs, YVL charges a nominal fee for convenience services to ensure equitable access for individuals who may not have access elsewhere.

POLICY

Yakima Valley Libraries charges fees for convenience services, including printing, copying, and faxing. This practice helps conserve resources, offset operational costs, and support broader access to these services for all patrons. Service fees are established by the Executive Director and are subject to change.

Convenience services are available during regular Library hours but may not be available at all locations. Patrons are responsible for reviewing and confirming their documents before printing or faxing, as refunds are only issued in cases of equipment malfunction. All copyright laws apply when using convenience services at the library.

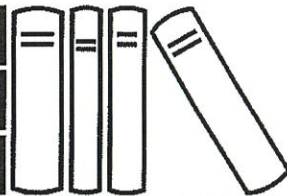
RELATED LAWS AND ATTORNEY GENERAL OPINIONS

Revised Code of Washington (RCW) 27.12.270, Rules and regulations - Free use of libraries.
Attorney General Opinion (AGO) 1992 No. 31 – Dec 30 1992 – LIBRARY—FEES—Ability of a Library to Charge for Library Services

This policy replaces the Public Printing Policy and Library Faxing Policy.

Public Printing Policy

YAKIMA
VALLEY
LIBRARIES



CONNECTING PEOPLE AND IDEAS

PURPOSE

The Yakima Valley Libraries (YVL) strives to provide library users with access to printing services, especially in times when services must be limited. All YVL locations offer printing for library users. The purpose of this policy is to outline the costs, as well as the limitations.

POLICY

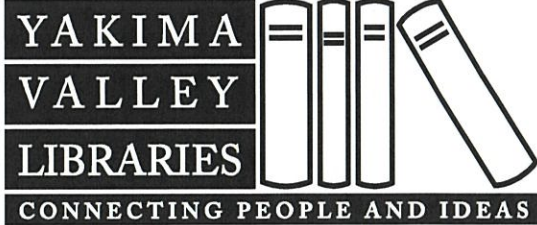
Any library user may print with the following criteria:

- Current fees are set by the Executive Director.
- Library users are limited to 8 1/2" x 11" paper.
- Library users may choose in-person services at select locations or mobile print services for in-person pick up or Contact-Free Pick Up:
 - In-person public computer printing is directed to a network printer. Library users may claim their print jobs using the credentials submitted with the print job at any available Print Release station or seek assistance from staff.
 - Remote library users may utilize their personal devices and are invited to our mobile printing service in order to use the library printers. Library users with their email address may claim their print job at locations offering in-person services or through Contact-Free Pick Up at any YVL location during service hours.
- Payments for printing will be processed following established YVL procedures.
- YVL cannot guarantee the performance or reliability of the public computers, personal devices, or the software and devices used for printing.
- All copyright laws apply when using print services at the library.

Adopted: March 22, 2021

Resolution: # 21-007

Library Faxing Policy



PURPOSE

Whereas, some communities served by community libraries do not have any facsimile machine (fax) services available, a community need may exist that could be fulfilled by the library. Some libraries within Yakima Valley Libraries may be able to provide such a service to the public.

POLICY

The Attorney General has found in AGO 1992, no. 31 and reaffirmed in AGO 2005, no. 5, that fees may be charged by a public library for the use of public telephones, photocopying machines and "fax" machines since these are not "library services," but rather simply services provided as convenience.

Per Resolution #06-014, the Yakima Valley Libraries' Board of Trustees authorizes the Director to determine the need and feasibility of providing these services to the public in certain libraries where such need exists, and sets initial fees at one dollar (\$1.00) per page for local faxes and three dollars (\$3.00) per page for long distance faxes.

Resolution # 06-014

Adopted: June 25, 2006
Reformatting: July 24, 2014