

DOCUMENT REPRODUCTION POLICY

Library and Community Services
800 Alma St., Menlo Park, CA 94025
tel 650-330-2501



Purpose		
<p>The purpose of the Document Reproduction Policy is to provide guidance, referrals and assistance to library patrons who seek document reproduction services.</p>		
Policy		
<p>Electronic document reproduction services are available to the public free of charge. The library provides scan-to-email services for document reproduction in electronic format. Scanners are available at the library for public use. Library staff is available to assist library patrons to use the equipment, as needed.</p> <p>Paper reproduction / photocopying / printing services are not available in the library. The following businesses provide paper reproduction services. The City of Menlo Park makes no guarantee about the availability or quality of service provided by these businesses. Patrons are encouraged to check local listings for up-to-date business information. (Partial list updated July 2023)</p> <p>Staples Print & Marketing Services 700 El Camino Real Suite 120, Menlo Park, CA 94025 (located in the shopping center across Alma Street and the train tracks from the Library)</p> <p>FedEx Office Print & Ship Center 1194 El Camino Real, Menlo Park, CA 94025 (located on the train tracks side of El Camino at the corner of Oak Grove)</p> <p>The UPS Store 405 El Camino Real, Menlo Park, CA 94025 (located just past the Safeway on the opposite side of El Camino from the train tracks)</p>		
Exceptions		
<p>In cases of extraordinary need when a paper reproduction of a legal, governmental, K-12 school, and/or travel document is required for official business and for which no electronic alternative is available, library staff may print up to five (5) single-sided, black-and-white, letter-sized sheets of such documents on request, limited to once per person per month.</p> <ul style="list-style-type: none">• Legal documents (permits, restraining orders, leases, etc.)• Government-issued forms• Travel tickets (e.g., air, ferry, train)• School assignments (K-12) <p>Documents other than those listed above will not be printed, including but not limited to: pictures, games, puzzles, crosswords, news articles, resumes, reports, stories, images, etc. See the above partial list and/or check local listings for businesses that provide paper reproduction services for these documents.</p>		
Policy review		
<p>This policy shall be reviewed at least every two years.</p>		
Policy history		
Action	Date	Notes
Policy adopted	July 2, 2021	Administrative policy
Policy updated	July 17, 2023	Library Commission recommended