

Library Internal Scanners Use Guidelines

Public Use

The scanners located in the Archive Price Room are not for public use. These are the scanners used for Digital Commons and Archive purposes. The public can use the copier on the first floor or the scanners in the library computer labs for personal use. For any other scanning needs, we suggest users contact a commercial scanner service. Please note that we do not provide suggestions for services to use.

Internal Requests

Internal requests from the Otterbein departments for using the scanners will be allowed and supported if the items scanned are used for Digital Commons (DC) or university archives. Unfortunately, due to the limited staff and resources, we cannot meet any non-DC or non-archival requests.